

CITY OF OVERLAND PARK POSITION DESCRIPTION

TITLE:	Manager, Technical and Administrative Services	BAND/LEVEL:	Mgmt IV
DEPARTMENT:	Public Works	JOB NO:	2820
DIVISION	Technical and Administrative Services	DATE:	3/25/12
REPORTS TO	Director, Public Works	FLSA STATUS:	EX
FULL-TIME: <u>xx</u>	PART-TIME: _____	TEMPORARY: _____	COST CENTER: 301
REPLACES:	Mgr, Technical & Administrative Services	DATE:	6/05

JOB SUMMARY STATEMENT: Leads and manages the Technical and Administrative Services Division. Directs and oversees technology initiatives and enhancements and serves as the Department's senior advisor on all engineering and technology matters. Researches problems in materials, design criteria, specifications and construction practices, and develops solutions where required. Investigates new design and construction techniques and determines applicability to activities. Responsible for the department's computer applications, technical advice, and support for technology activities. Coordinates Public Works-related computer network, hardware, and software needs. Responsible for all Public Works City Hall administrative services.

DUTIES AND RESPONSIBILITIES:

1. Directs and coordinates all activities of the Technical and Administrative Services Division. Establishes, develops and implements goals, objectives, policies, procedures and priorities. Develops and executes Division operating budget. Supervises, trains, and evaluates technical and administrative staff. Resolves work problems and interprets administrative policies to subordinates, other departments and the public.
2. Serves as the focal point for technology applications and initiatives for the Department. Reviews and assesses new materials, equipment, processes and standards for applicability to street, storm sewer, bridge and traffic programs for the department. Develops plans for implementation of Public Works-related new technology applications and coordinates implementation with interested and affected organizations.
3. Directs and oversees engineering computer applications and operations. Provides technical advice and support for potential technology initiatives and automation requirements within the department. Develops and executes the department's computer/automation capital outlay program. Coordinates and participates in the operation of computer programs, and writes specialized software. Installs commercial software. Supervises the repair and maintenance of equipment. Provides "backups" of all critical computer data.
4. Monitors and directs the work and asset management system for the department. Ensures that all assets are properly inventoried, that field inspection data is up-to-date, and the system output is effectively used to maintain the assets.
5. Manages and oversees the coordination of administrative support provided to Public Works City Hall staff.
6. Supports stormwater management program by assisting with engineering and maintenance issues, advising on design criteria and policy matters, and training staff members.
7. Oversees the Pavement Management System (PAVER). Provides engineering support for the operation and maintenance of the system and assists in developing the annual street maintenance program.
8. Supervises the administration of the flood warning system. Ensures that all field equipment is properly maintained, all data collection systems are functional, and that the Stormwatch website is operational.
9. Assists Engineering Division and Engineering Services by providing technical advice and assistance on engineering standards for public works and developer-constructed projects.
10. Serves as Department representative for the City's Technical Advisory Committee (TAC).

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11. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
12. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

Bachelor's degree in civil engineering or a related engineering field of study.. Registered as a professional civil engineer in the State of Kansas or another state with registration in the State of Kansas within one year of hiring. Master's degree in civil engineering preferred.

EXPERIENCE:

Ten years of civil engineering experience, with three years computer operations experience, or equivalent levels of experience.

SKILLS:

1. Analytical skills
2. Attention to detail
3. Basic mathematical and accounting skills
4. Budget-related skills
5. Computer software skills in database, presentation, spreadsheet, word-processing, AutoCad, GBA WorkMaster, and PAVER applications.
6. Good oral and written communication skills
7. Facilitation skills
8. Leadership skills
9. Human Relations/Interpersonal skills
10. Project Management
11. Working knowledge of public sector administration
12. Public speaking/presentation skills
13. Supervisory skills
14. Time Management

MENTAL REQUIREMENTS:

1. Ability to read and comprehend City, State and Federal regulations
2. Ability to analyze complex problems and recommend possible solutions
3. Analytical skills
4. Ability to meet deadlines
5. Ability to recognize and protect confidential information
6. Ability to prioritize multiple tasks
7. Alpha and numeric recognition
8. Diplomacy and judgment
9. Ability to work under distracting conditions
10. Ability to learn and understand complex software applications
11. Ability to adapt to changing environment
12. Mechanical aptitude
13. Ability to train and guide others
14. Ability to read and understand site plans and blueprints
15. Ability to learn and apply several complex computer languages

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PHYSICAL REQUIREMENTS:

1. Hand and eye coordination adequate to input computer
2. Ability to reach, stand, bend, stoop, push, and pull
3. Ability to make and receive phone calls

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

Direct Engineering Systems Specialist
 Engineering Technician & Sr
 Work Management System Analyst
 Contract Specialist
 Staff Assistant
 Administrative Assistants

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.