

**CITY OF OVERLAND PARK
POSITION DESCRIPTION**

TITLE:	Senior Assistant to the Director	BAND/LEVEL:	Prof IV
DEPARTMENT:	Public Works	JOB NO:	2750
DIVISION:	Public Works Administration	DATE:	10/03/16
REPORTS TO:	Director, Public Works	FLSA STATUS:	EX
FULL-TIME: XX	PART-TIME:	TEMPORARY:	COST CENTER: 301

REPLACES: Assistant to the Director

DATE: 03/25/12

JOB SUMMARY STATEMENT:

Supports the Director, Public Works, as a senior management team member, provides direction, leadership and input across the Department as a senior advisor to the Director and Division Managers. Supervises the areas of budget development and analysis, long-range planning, performance measurement, leader development, policy review and communications. Serves as a principal contact for other departments, governing body members and outside agencies; and provides leadership to the Department in the absence of the Director or Division Managers.

DUTIES AND RESPONSIBILITIES:

1. Acts for the Director in supervising development and implementation of the department's operating budget. Discusses and reviews each cost center's budget along with goals and objectives within each division. Serves as the Department liaison with Finance to provide revenue projections, resolving budget issues and source of funding for out-of-budget proposals and projects. Monitors operating budget expenditures, provides internal budget controls, and assists Director in determining budget priorities and developing an appropriate course of action. Develops and prepares end-of-year operating budget strategies including encumbrance of funds, evaluation and closure of open purchase orders, and reprioritization of department funds. Collects data and prepares operating reports on personnel actions, budget expenditures, year-end forecasts of expenditures, salary projections, capital project costs, maintenance costs, and operating costs
2. Assists Director in developing a vision and strategic plan for the Public Works Department. Responsible for evaluating and coordinating implementation of long and short-term planning, goals, objectives and policies of the Department. Coordinates the selection and work processes of internal committees working on goal-setting, evaluates the progress of actions, and develops and implements effective communication programs to educate and involve Department employees in the effort.
3. Interprets city policies, procedures and directives from other City departments. Develops and analyzes operating procedures to ensure that work is being accomplished efficiently and effectively, consistent with the goals of the Governing Body. Studies and analyzes methods to improve service delivery, simplify reporting procedures, and optimize the operating costs.
4. Coordinates staff requirements within the Department, including one-time, high priority requirements that originate with the City Manager, other Departments or outside agencies. Receives requirements, assigns responsibilities, provides guidance, sets suspense dates, and reviews and/or develops final staff actions/documents/responses.
5. Serves as project manager for various non-engineering projects, such as agency accreditation, facility remodeling/space evaluations, official functions and ceremonial activities. Directs and supervises project team members in completing project responsibilities.
6. Participates in the development of service extension plans including developing budgets, researching service options, gather and interpreting data from other jurisdictions, drafting responses to Law Department and City Manager questions, and assisting the Director in preparation of proposals and execution plans.

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7. Oversees the performance measurement and benchmarking program for the department. Compares organizational performance to that of benchmarking partners and assists operating managers in determining reasons for variances and methods to improve performance.
8. Serves as the department lead for leadership development activities – at the City and at the department level. Includes developing instructional curriculum and materials, serving as an advisor to the City training and development program, overseeing Department supervisor meeting program, coaching peers and mentoring other employees.
9. Supports the divisions in the Public Works department in development of the five-year infrastructure maintenance program and related maintenance budget and the five-year capital improvements program.
10. Directs the Department's communications program including researching, writing and editing reports, articles, newsletters and other written documents to inform and educate internal and external audiences, advises on website development, creation of informational displays and materials prepared by others for dissemination.
11. Acts as information contact for non-technical issues. Coordinates and provides information to the City's Communications Manager regarding Public Works activities. Responds to requests for information from general public on questions relating to the activities of the Public Works Department. Keeps council members, City Manager, and department head and the other division managers informed as appropriate.
12. Serves as staff coordinator for the Public Works Committee meetings, overseeing preparation of the Committee agenda, preparing staff comments and presenting items as needed, preparing the Committee Report for Council and COW meetings, and overall responsibility for planning and coordinating special Committee meetings.
13. Serves as a member of the Department's senior management team along with the Director and the Division Managers.
14. The incumbent 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.
15. The incumbent 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 business or public administration or an equivalent combination of formal education and experience. A Master's degree preferred.

EXPERIENCE:

A minimum of five years of progressively responsible experience in general management or local government administration. [Strong analytical skills with experience in long-range planning; policy review and development; budget development and analysis; and organizational and process analysis. Demonstrated experience in the planning and management of projects; leading effective committees and teams through difficult and sensitive projects and processes; and developing and leading an effective communications program. Operates with considerable latitude for the exercise of independent judgment and action.]

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SKILLS:

1. Leadership skills.
2. Interpersonal skills.
3. Organizational skills.
4. Facilitation skills.
5. Project management skills.
6. Good oral and written communication skills.
7. Good listening skills.
8. Basic math and accounting concepts.
9. Analytical skills.
10. Knowledge of personal computers and ability to work with spreadsheets, databases, word processing, and presentation software.

MENTAL REQUIREMENTS:

1. Ability to read and comprehend city, state and federal regulations.
2. Ability to analyze complex problems and recommend possible solutions.
3. Ability to work on multiple projects simultaneously.
4. Ability to read, analyze, and interpret financial reports, audits, and legal documents.
5. Ability to respond to common inquiries from citizens, regulatory agencies, other units of government, and members of the business community.
6. Ability to make effective presentations
7. Diplomacy and judgment.
8. Ability to carryout assignments through oral and written instructions.
9. Ability to meet deadlines.
10. Ability to recognize and protect confidential information.
11. Ability to learn and understand PC software applications.
12. Ability to train and guide others.
13. Ability to work independently.
14. Alpha and numeric recognition.
15. Ability to prioritize work.
16. Ability to work under distracting conditions.
17. Abstract and logical reasoning.

PHYSICAL REQUIREMENTS:

1. Ability to make and receive phone calls.
2. Ability to speak to an individual or a group.
3. Hand and eye coordination adequate to input computer.
4. Visual stamina and acuity adequate to review alpha/numeric data.

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

- Direct supervisory responsibility for the Work Management Systems Administrator.
- Indirect supervisory responsibility to the Staff and Administrative Assistants.

This position has broad responsibility throughout the department in accomplishing assigned duties and responsibilities assumed in the absence of the DPW. This position exercises considerable latitude in supervising/directing the accomplishment of processes, executing assignments, and completing requests from DPW, councilmembers or the leadership of other city departments. This position leads committees and working through managers may direct the work of other employees.

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.