



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 575.0

Job Title: **DEPUTY DIRECTOR-PUBLIC WORKS (EXE LEV)**

Pay Grade: 36

GENERAL SUMMARY:

Manages all administrative support, financial planning, data processing, personnel actions, payroll, facility maintenance and fleet maintenance activities of the department.

RESPONSIBILITIES:

- Directs activities of Assistant Directors over Management Support, Fleet Maintenance and Facility Maintenance divisions.
- Develops and refines immediate, intermediate and long-range plans for the integrated management of municipal solid waste.
- Coordinates preparation and submission of annual budget requests.
- Manages budget execution.
- Administers service contracts, including monitoring contractor performance.
- Coordinates with executives in other City departments regarding complex issues relating to operation of department.
- Supervises the maintenance of operational databases used to monitor performance in department.
- Designs, installs, operates, maintains and manages automated management information and office systems.
- Develops and monitors the execution of capital improvement program, including individual projects.
- Advises the Director in policy matters and develops procedures to implement policy.

SPECIFICATIONS:

KNOWLEDGE:

Requires a thorough understanding of both theoretical and practical aspects of an analytical, technical or professional discipline or the basic knowledge of more than one professional discipline. Knowledge of the discipline would normally be obtained through a formal four-year degree from a college or university or an equivalent in-depth specialized training program that is directly related to the type of work being performed.

EXPERIENCE:

More than ten years of experience are required in progressively responsible professional work directly related to Public Works operations, with at least four years in a management capacity.

SPECIFICATIONS: (continued)

COMPLEXITY:

Work is very nonstandardized and widely varied, involving many complex and significant variables. Analytic ability and inductive thinking are required in extensively adapting policies, procedures and methods to fit unusual or very complex situations.

IMPACT OF ACTIONS:

Errors in work lead to major costs and problems; impacts are typically short-term but may have some effect on the long-term performance of the City. Work is typically performed with policy direction provided and the individual sets virtually all the objectives.

SUPERVISION EXERCISED:

Direct Supervision:

Involves scheduling, supervision and evaluation of work as a Deputy Director or the equivalent. This position is typically over the Assistant Directors and reports directly to the Department Head/Director. This level of supervision has a very significant level of input regarding personnel actions such as hirings, terminations and pay changes.

Indirect Supervision:

Involves supervision and evaluation of work as a Deputy Director or the equivalent.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with Deputy Directors. Interaction involves considerable explanation and persuasion leading to decision, agreement or rejection on complex issues; diplomacy is required; e.g., problem-solving discussions regarding responsibilities, finance, or work flow or to facilitate service.

External Contacts:

Level of external contact is primarily with prominent persons such as community leaders, business and industry leaders as well as officials of government and financial agencies and media representatives. Interaction involves considerable explanation and persuasion leading to decision, agreement or rejection on complex issues which require diplomacy; e.g., important contacts involving difficult matters of agreements, negotiations and controversies.

PHYSICAL EFFORT:

The position is physically comfortable; the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

PHYSICAL SKILL:

Requires the ability to make simple gross motor responses within large tolerances.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Assistant Director-Public Works (Exe Lev)
Deputy Director-Public Works (Exe Lev)

Effective: August 1991