



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 804.2

Job Title: **ASSISTANT DIRECTOR-P. W. (EXE LEV)**

Pay Grade: 34

GENERAL SUMMARY:

Administers a public works division, including budget, personnel, policy definition and adoption and interpretation.

RESPONSIBILITIES:

- Manages a highly technical operational function of Public Works and Engineering.
- Resolves a wide range of internal and external problems, applying diplomacy and assertiveness to maintain effective working relations.
- Resolves the divisions' public relations problems, demonstrating genuine concern to retain good will and rapport.
- Develops and monitors goals and objectives.
- Manages all aspects of personnel, building a cooperative work team and productive environment.
- Defines, develops, and enforces the divisions policies and codes.

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 4-year degree from a college or university and a professional certification/licensing is required.

EXPERIENCE:

More than ten years of experience is required.

COMPLEXITY:

Work is nonstandardized, complex and varied, and requires interpretation of technical and detailed guidelines, policies and procedures in combination. Advanced analytic ability is needed to gather and interpret data where answers can be found only after detailed analysis of many facts.

IMPACT OF ACTIONS:

Errors in work could lead to major costs and technical problems; and, could significantly affect short-term results of the City. Work is typically performed under general direction with policy direction provided. The incumbent participates in setting his/her own work objectives.

SPECIFICATIONS: (continued)

SUPERVISION EXERCISED:

Direct Supervision:

Involves scheduling, supervision and evaluation of work as an Assistant Director or the equivalent. This position is typically over the Managers and reports to the Director and has a very significant level of input concerning personnel actions such as hiring, terminations and pay changes.

Indirect Supervision:

Involves supervision and evaluation of work as an Assistant Director or the equivalent.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with Assistant and Deputy Directors. Interaction involves some explanation and persuasion leading to resolution of moderately complex issues; e.g., project coordination and higher-level problem resolution.

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 some explanation and persuasion leading to resolution of moderately complex issues; e.g., project coordination and higher-level problem resolution.

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
Public Works Director

Effective: October 1990

Revised: May 1993