

# CITY OF HELENA



**Position Title:** Assistant Public Works Director-Finance

**Department:** Public Works

**Division:** Administration

**FLSA:** Exempt

*The City of Helena is an equal opportunity employer. The City shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*

## **Job Purpose:**

Under the direction of the Public Works Director, the position participates in directing, managing, supervising and coordinating the Public Works Department's operations including Engineering, Streets and Traffic, Shop, Helena Bus, Utility Maintenance, Water Treatment, Wastewater Treatment, and Solid Waste services, activities, and programs; and coordinates assigned activities with other City departments, divisions, and outside agencies. The position is responsible to provide highly responsible and complex financial oversight of the department including preparation of budgets in coordination with all divisions and the budget office, reviewing and recommending changes to rates for all services, and monitoring budget status throughout each year for both specific funds and projects. This position provides highly responsible and complex support to the Public Works Director.

**Essential Duties:** *These job functions are the essential duties of the position and are not all-inclusive of all the duties the incumbent may be assigned.*

## **Finance, Budget and Grant Administration**

This position will participate in assuming management and financial responsibility for Public Works Department's programs, services, and activities within Engineering, Streets and Traffic, Shop, Helena Bus, Water and Wastewater Treatment, Utility Maintenance, and Solid Waste; and directly supervises programs and services as assigned.

The incumbent participates in the preparation of rate increases as directed; and prepares complete documentation for rate increases in compliance with appropriate laws, rules, codes, regulations, policies, and procedures. The position participates in special projects including research of new programs and services, budget analysis and preparation, and feasibility analyses. The incumbent assists the Public Works Director in directing, overseeing, and administering special Federal or State grant funds.

The incumbent participates in the preparation, development and administration of the Public Works Department annual budget; assists staff in preparing budget requests and amendments as needed; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; analyzes department budget requests and make recommendations; prepares annual revenue and expenditure forecasts; directs the monitoring of and approve expenditures; directs and implements adjustments as necessary; assists with grant development; attends meetings with Administrative Services, City Manager and budget work sessions with the City Commission; and serves as a direct budget liaison to staff.

The position monitors bond issues, loans, and grant construction funds; and prepares status reports for funding of future projects.

## **Program Management**

The Assistant Public Works Director oversees assigned programs and administrative support functions including budgeting, purchasing, or other specialized department programs and grants; and ensures compliance with applicable Federal, State, and local laws, codes, and regulations.

The incumbent participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends, within Departmental policy, appropriate service and staffing levels; and recommends and administers policies and procedures.

The position continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and reviews with the Public Works Director; and directs the implementation of improvements.

The incumbent conducts a variety of organizational studies, investigations, and operational studies; and recommends modifications to Public Works Department programs, policies, and procedures as appropriate.

### **Internal and External Public Relations**

The position serves as a liaison for the Public Works Department with other City departments, divisions and outside agencies; maintains and facilitates public relations and cooperative working relationships with news media, schools, local organizations, and the general public; attends and speak at various community functions and meetings; and negotiates and resolve significant and controversial issues.

The incumbent provides responsible staff assistance to the Public Works Director; and prepares and presents staff reports and other necessary correspondence. The position participates in public information campaigns; prepares and presents speeches and press releases; and drafts and edits pamphlets and news articles for radio and television. The position represents the Public Works Director at City Commission and other meetings as assigned. The incumbent participates on a variety of boards and commissions; attends and participates in professional group meetings; and stays abreast of new trends and innovations in the field of Public Works. The incumbent also responds to and resolves difficult and sensitive inquiries and complaints.

### **Personnel Management**

The position selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; and works with employees to correct deficiencies. The incumbent plans, directs, coordinates, and reviews the work plan for the Public Works Department; meets with staff to identify and resolve problems; assigns work activities, projects, and programs; monitors work flow; and reviews and evaluates work products, methods, and procedures. The position reviews and assesses training needs and available programs.

### **Essential Knowledge, Skills and Abilities Related to this Position:**

#### **Knowledge of:**

- Organization and management practice skills as applied to the analysis and evaluation of public works programs, policies, and operational needs.
- Program development and administration abilities.
- Principles and techniques used in emergency disaster situations.
- Current and future trends affecting public works.
- Principles of supervision, management, motivation and leadership.
- Pertinent Federal, State, and local laws, codes, and regulations.
- Finance, budgeting and grants related to the field and government needs.
- Research and reporting methods, techniques, and procedures.
- Methods of preparing designs, plans, specifications, estimates, reports, and recommendations relating to municipal services, utilities, and proposed public works facilities.

- Technical, legal, financial, and public relations problems involved in the conduct of municipal public works programs.
- Principles and practices of research and data analysis, selection, interpretation, and dissemination.

**Skill or ability to:**

- Lead and maintain a positive and harmonious work environment.
- Utilize complex decision making.
- Foster innovation and change.
- Manage conflict.
- Develop strategic plans.
- Prepare and deliver effective written reports and oral presentations.
- Perform responsible and difficult financial and administrative work involving the use of independent judgment and personal initiative.
- Plan, organize, and direct comprehensive public works, engineering, and capital improvement programs.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Conduct research on a wide variety of administrative topics including budget and staffing proposals, operational alternatives, service contract feasibility, and grant funding.
- Prepare clear and concise administrative and financial reports.
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.
- Read, interpret, and apply a wide variety of technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.

**Physical Demands:**

The position requires the ability to work in a standard office environment using computer equipment, with ability to travel to different sites and locations. The individual may at times be exposed to outdoor environment including hot and cold temperatures, dirty, dusty, smelly environments, some mechanical or electrical hazards, confined spaces and possible exposure to chemicals.

**Safety**

Performs all functions in the safest possible manner and according to policies and procedures. Participates fully with safety trainings. Reports unsafe work conditions and practices, work-related injuries, illnesses, and near-misses as soon as possible to assigned supervisor.

**Minimum Qualifications (Education, Experience and Training):**

This position requires training equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting, business administration, finance, public administration or a related field. The position requires five years of progressively responsible finance and budgeting experience and three years of management and supervisory experience. The position prefers that the five years of experience is gained working in a public works department within a governmental agency. Other relevant combinations of education and work experience may be evaluated on an individual basis.

**License or Certificate:**

Must possess a valid driver's license with acceptable driving record at the time of hire and have the ability to obtain a valid MT driver's license within six months of hire.

**Supervision Received:**

Supervised by the Public Works Director.

**Supervision Exercised:**

Exercises indirect supervision over supervisory, professional, technical and clerical staff. Serves as the Public Works Director upon the request or absence of the Public Works Director.

The specific statements shown in each section of this position description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.