

DIRECTOR OF PUBLIC INFRASTRUCTURE

Definition

Under general policy direction of the Board of Supervisors and the County Administrator, provides leadership and administrative policy direction for programs and services of the Sonoma County Public Infrastructure (SPI) Department; and performs related duties as required.

Distinguishing Characteristics

The Director is appointed by the Board of Supervisors and serves as the department head for the SPI Department. Work involves responsibility for the effective operation of the department through the establishment of performance goals and objectives.

The Director is in a position of trust and confidence, with work performed with a maximum amount of independent judgment and initiative within broad policy objectives as established by the Board of Supervisors. The Director is expected to work collaboratively with other County departments and community partners to plan, build, and maintain County-owned infrastructure, provide quality transportation infrastructure, provide and maintain other assigned services for the Sonoma County community, and regularly advise the Board of Supervisors and County Administrator on departmental services matters.

This job class is considered unclassified pursuant to the County of Sonoma Civil Service Ordinance No. 305-A, Section 5, as amended. The incumbent serves at the will of the Board of Supervisors and is required to enter into an "at will" employment service agreement.

Typical Duties

Duties include, but are not limited to, the following:

Provides leadership and administrative program policy direction; formulates the strategic short and long-range goals of SPI in alignment with County strategic plans and goals; sets departmental priorities and coordinates the administration of all departmental divisions; evaluates the performance of subordinate managers; conducts meetings and conferences with department staff; and ensures emphasis on quality service to customers.

Consults with the department's senior management team on matters and/or protocols that affect the delivery of administration and purchasing, airport, engineering, facilities development and management, fleet operations, heavy equipment, integrated waste, road maintenance and operations, transportation systems, special districts, and other services; and

approves changes and recommended modifications to intra-departmental communication and the implementation of strategies for the modifications of departmental practices and protocols.

Directs and coordinates the provision of technical and professional assistance to other county departments, county businesses, and members of the public on matters affecting public infrastructure in Sonoma County.

Develops and recommends organizational or system changes, as necessary, to maintain client-focused services; develops and implements administrative policies and procedures; ensures appropriate program monitoring and evaluation processes and systems; refines management structure with particular attention to lines of communication, decision-making, and accountability; interviews and selects top management staff; ensures the maintenance of personnel evaluation systems; communicates with union representatives and participants in labor relations activities; promotes a safe working environment; and enforces policies against sexual harassment.

Determines departmental budget priorities with input from the Board of Supervisors, directs the preparation of the department's budget, and justifies program and budget recommendations to the County Administrator and the Board of Supervisors; oversees and monitors revenue and reimbursement projections; ensures that budget expenditures of public funds are properly controlled and meet regulatory requirements; seeks funding options and applies for grants to improve or enhance services; and allocates and reallocates department resources to meet service needs.

Develops an organizational structure that identifies appropriate department divisions and sections with clear responsibilities and authority of divisions, sections, and positions; ensures effective management practices and delegation of work and workflow processes; and identifies areas for improved service delivery and efficiency and makes changes accordingly.

Evaluates the performance of subordinate managers; ensures departmental human resources and risk management administration is effective and compliant with County rules, processes, practices, and related legislation; ensures mandatory training compliance and appropriate professional development is offered to staff; and fosters positive labor relations and hears employee grievances and remedies grievances or disciplinary matters within the limits of their delegated authority.

Follows state and federal legislative developments and determines impacts for the department and services; advises the Board of Supervisors and the County Administrator of any changes in state laws or regulations that will have an impact on the delivery of the department's services; provides the Board of Supervisors and the County Administrator with specific plans, costs, and recommendations needed to meet legal requirements; and advocates for/against legislation and regulations where appropriate.

Coordinates preparation and release to the media of information related to the programs and services of SPI with the County's communications team and/or Board of Supervisors as needed.

Performs other duties as required.

Knowledge and Abilities

Thorough knowledge of: modern personnel, financial, and program management practices to effectively plan, organize, and direct the department; County government, and other governmental agencies which have a relationship with County government; federal, state, and local statutes, regulations, and legislative considerations governing county, state, and/or federally assisted public infrastructure services programs and funding sources; the principles applicable to the planning and organization of large scale governmental construction and maintenance programs; civil engineering principles, practices, and theories; the principles and practices of contract negotiations and administration.

Considerable knowledge of: effective supervisory practices, training, and techniques; the principles and practices of effective customer service in a local government environment; the principles and practices of modern budget, program, and system management; performance management and conflict resolution best practices in leadership and communication; modern management techniques in the administration of public works and infrastructure programs; airport, bridges, highways, roads, right of ways, architecture, land acquisition, civil engineering, surveying, integrated waste, transportation, fleet, heavy equipment, facilities development, procurement, construction and maintenance, land acquisition, and real estate related legal mandates, principles, and practices; the methods of review and inspection to ensure compliance.

Ability to: direct the preparation of economic feasibility studies relating to public infrastructure and transportation operations; establish and maintain effective and collaborative working relationships with the Board of Supervisors, the County Administrator, other County department heads, subordinates, community groups, construction and engineering professionals, state and federal government entities and other local cities and public entities, the general public, and others who have an interest in public works and infrastructure services and issues; be decisive and work independently; plan, organize, and coordinate the activities of highly specialized technical and professional employees; delegate, supervise, and follow-up on assigned work; organize and direct group discussions and demonstrate effective communication skills in gathering, evaluating, and transmitting information to a variety of stakeholders including internal staff and community groups; provide professional consultation, assistance, and leadership; ensure program compliance and fiscal responsibility through subordinate staff and appropriate oversight of programs and services; analyze and review staff reports and recommendations and give constructive criticism; work under pressure, establish priorities, and meet deadlines; provide effective leadership in the development of new or

improved procedures, rules, regulations, and policies; effectively assemble, organize, and present, in written and oral form, reports containing alternative solutions and recommendations regarding specific resources, plans, and policies; provide effective leadership, motivate employees, and foster an inclusive, equitable, and positive work culture; successfully negotiate and persuade others; be flexible and willing to work effectively under adverse conditions as needed during emergency disaster response and recovery and stressful situations.

Minimum Qualifications

Experience and Education:

A combination of work experience, training, and education would provide an opportunity to acquire the knowledge and abilities listed herein. A typical way to qualify is:

Five years of progressively responsible professional and management experience administering programs, services, policies, and procedures in areas related to public works and infrastructure. Such experience must have included three years of supervising management and professional-level staff.

AND

A bachelor's degree from an accredited college or university with significant coursework in business and/or public administration, architecture, construction management, engineering, facilities management, procurement, public works, transportation systems, or a related field of study. Additional qualifying experience may be substituted for the college education on a year-for-year basis.

License: A valid certification of registration as a Professional Civil Engineer or Land Surveyor issued by the State of California Board for Professional Engineers, Land Surveyors, and Geologists is desirable.

A valid driver's license at the appropriate level, including special endorsements as required by the State of California, may be required depending upon the assignment to perform the essential job functions of the position.