



## Assistant Public Services Director

EEO Class Code: First/Mid Offs & Mgrs.

Union Status: Unclassified

FLSA Code: ~~Non~~-Exempt

# The Town of Pembroke Park Job Description

**Department:** Public Services

**Supervises:** Town Engineer, Town Planner, Chief Building Official, Project Manager, Superintendent

**Position Reports To:** Public Services Director

**Sworn:** No

## Job Specifications

### NATURE OF WORK

The position performs a variety of professional administrative and managerial duties in assisting the Public Services Director. The position performs both assigned and independent duties. The position requires coordination and implementation of a variety of Public Works projects such as: parks, stormwater and wastewater maintenance, streets, and roads, building maintenance, vehicle fleet maintenance, etc. This position serves as Acting Public Services Director in the absence of the Director, community liaison, staff liaison on various boards, and assists with community projects. Work requires the exercise of discretion in performing daily activities based on a complete knowledge of administrative policies and procedures related to Public Services and the Town operations.

### ILLUSTRATIVE TASKS

Tasks required of those in the position of Assistant Public Service Director include, but are not limited to:

- Performs analytic review of Public Services procedures, recommending appropriate goals, objectives, and improvements.
- Attends staff, committee and Town Board meetings as required, and makes recommendations of subjects under discussion; Staff liaison to boards and commissions as assigned.
- Participates in intergovernmental issues and programs by attending official meetings, as required, to answer questions, provide information, and/or request resources.
- Completes routine administrative functions and special assignments by preparing detailed reports and analysis, identifying and recommending process improvements, and recommending alternatives in the Public Services Department.

- Serves as Acting Director in the absence of the Public Services Director.
- Ensures that all work regarding parks, stormwater and wastewater maintenance, streets and roads, building maintenance, vehicle fleet maintenance, etc. is being done correctly and in a timely basis.
- Reviews, revises, and prepares documentation for procurement of annual purchases of commodities and contractual services and manages expenditure control, purchasing approval, and related contracts within the scope of public services.
- Assists the Public Services Director in reviewing department budget expenses for capital improvement.
- Ensures that all procurement procedures for the Town related to Public Services are adhered to.
- Assists the Public Services Director in preparing Requests for Proposal (RFPs) for consultants and overall contract management for public services.
- Supports the Public Services Director in preparing reports for the Commission regarding each contract.
- Aids in progressing various Town projects; coordinates staffing, oversees beautification projects, and coordinates with outside vendors.
- Attends monthly FEMA telephone conferences.
- Reports FEMA meeting affairs to Chief Building Official (Floodplain Manager.)
- Maintains contract files for Public Services Department.
- Manages and updates SOP manuals for Public Services Department.
- Works closely with the Town Clerk utilizing agenda software system.
- Coordinates projects related to all aspects of Public Works that may include research, data analysis, report writing, presentations, and grants.
- Reviews employee applications and conducts interviews for the Public Services Department.
- Monitors and updates the Geographical Information System (GIS) for tracking of Public Works activities.
- Complies with all Town Policies, Protocols, and Procedures.
- Assists the Public Services Director in supervising all public services employees including the Town Engineer, Town Planner, Chief Building Official, Project Manager, and Superintendent.
- Coordinates and attends all Town events as needed.
- Any related duties and special projects as assigned by the Public Services Director.
- Manages the operation of the Agro-Eco Gardens & Centers.
- Relevant training and education as required by the position.

## **KNOWLEDGE, ABILITIES AND SKILLS**

Employees in the position of Assistant Public Services Director should have:

- Comprehensive knowledge of the principles and practices of public administration.
- Considerable knowledge of sources of information related to problems of local government.
- Ability to write clear and concise reports, memoranda, directives, and letters.
- Ability to develop comprehensive plans from general instructions.

- Ability to accomplish assigned administrative tasks with a minimum of supervision and with only general directions.
- Ability to establish and maintain satisfactory work relations with department directors and the public.
- Knowledge of municipal infrastructure, including streets, roads, buildings, wastewater, stormwater, parks, building inspections, engineering, and planning & zoning.

## **MINIMUM REQUIREMENTS**

- Employees are expected to have earned a bachelor's degree in Business Administration, Public Administration, Civil Engineering, Construction, Architecture, or related field of study required, Master's Degree in Public Administration (M.P.A.) or related field of study preferred.
- Three (3) to five (5) years supervisory experience and/or training within a public service setting.
- FEMA based Professional Development Series (PDS) certification preferred.
- An equivalent combination of education and experience may be considered

## **PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT**

The physical demands described here are representative of those that must be met by a teammate to successfully perform the essential duties and functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regularly required to stand, sit, see, speak, hear, and use hands and fingers to operate a computer, telephone, or other electronic device.
- Occasional light to moderate lifting of products and supplies may be required.

The work environment characteristics described here are representative of those a teammate encounters while performing the essential duties and functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Moderate noise (business office with computers, telephones, printers, fax machines, photocopiers, filing cabinets, and light traffic)
- Ability to work within a confined area
- Ability to work in a computer station for an extended period
- The employee may be subject to work hazards including loud noise, vibrations, moving mechanical parts, exposure to chemicals, fumes, odors, poor ventilation, and oils.
- Work subjects' employees to the current OSHA standards on blood borne pathogens.
- The physical environment requires the employee to work inside and outside in heat/cold, wet/humid, and dry/arid conditions.
- On call 24/7 for Town emergencies and obligations.