

## City of Wadsworth

<b>Classification:</b>	Assistant Director of Public Service
<b>Department:</b>	Administration
<b>Reports to:</b>	Director of Public Service
<b>Positions Supervised:</b>	Equipment Maintenance Superintendent, Senior Center Director, Public Works Manager, Cable TV Access Manager, Airport Manager, Service Department Administrative Assistant, City Hall Receptionists. May supervise other service departments as assigned.
<b>Status:</b>	Full-time (80 hours), Unclassified
<b>Appointed:</b>	Yes
<b>Pay Grade:</b>	PM-8 (\$73,111 - \$109,667)
<b>FLSA Status:</b>	Exempt
<b>Normal Working Hours:</b>	Monday – Friday, 7:30 A.M. to 4:30 P.M./Variable

**Job Summary:** Under the general direction of the Director of Public Service, oversees the development, implementation, and administration of the assigned divisions' performance objectives, program plans, goals, fiscal management, policies, processes, and priorities of city services including streets, parks, sanitation, water distribution, sewer collection, fleet maintenance, airport, WCTV, and the senior center. The position also supervises assigned staff, and acts as the Director of Public Service in his/her absence.

**Essential Duties and Responsibilities:** The responsibilities of this position include, but are not limited to the following:

- Provides supervision to assigned departments. Assists other service departments with guidance and direction as needed. Provides the purpose, motivation, and direction on work assignments to personnel in terms of work methods, safety requirements, level of service required, and standards of performance expected with the goal of improving the organization.
- Prepares annual budget for areas of oversight in the Department of Public Service for presentation to the Director of Public Service, Mayor and City Council.
- Reviews and monitors the annual budget after its adoption by City Council and makes adjustments if necessary.
- Reviews and approves all requests for purchase orders prior to issuance by the City Auditor's office.
- Attends committee and City Council meetings as needed. Prepares reports, legislation and/or resolutions and makes presentations where appropriate.
- Establishes and maintains effective working relationships with other governmental units, private entities and the general public in matters relating to public service and economic development.
- Serves as the city representative at community or outside agency events and functions and makes presentations and/or speeches regarding city business as necessary.
- Oversees the coordination, preparation, execution, and completion of short- and long- range capital improvement plans, programs, projects and budgets for assigned departments and facilities.
- Reviews, coordinates, and responds to inquiries and complaints addressing the concerns and interests of the Director of Public Service, Mayor, City Council, City Departments, other agencies, and the general public.
- Advises the Director of Public Service on the strategic direction and policy.
- Provides technical expertise and responds to complex questions; resolves conflicts and interprets various codes and ordinances; develops and revises division policies and procedures and other materials.

- Participates in the selection of consultants; negotiates and monitors contracts and services of outside firms to assure compliance with specifications, timelines, City ordinances and policies.  
Participates in the interview and selection process of applicants for City employment.
- Conducts annual performance evaluations of assigned staff.
- Researches, gathers information and applies for grant opportunities. May serve as grant administrator by monitoring deadlines and measureable outcomes. Produces correspondence, creates reports and maintains records to document grant compliance.
- Leads by example to establish and maintain a high level of professionalism and performance.
- Performs other duties assigned by the Director of Public Service and/or the Mayor.

**Essential Knowledge, Skills and Abilities:**

- Considerable knowledge of public administration, budget preparation and administration.
- Knowledge of laws, regulations, codes and policies that impact city operations.
- Knowledge of comprehensive planning principles, practices, regulations, and techniques, including development and modification of the comprehensive plans.
- Knowledge of employee supervision.
- Skill in the use of a personal computer with proficiency in Microsoft Office software to include Word, Excel and PowerPoint.
- Ability to develop and maintain effective working relationships with associates, city officials, city employees, division managers, contractors, vendors, and the general public.
- Ability to prepare clear and concise reports and correspondence and to make presentations both orally and in writing.
- Ability to prepare and maintain records.
- Ability to develop and implement goals, objectives, policies, procedures and work standards.
- Ability to analyze complex technical and administrative problems, evaluate alternative solutions and adopt an effective course of action.
- Ability to exercise sound independent judgment within general policy guidelines.
- Ability to observe employee work performance and conduct evaluations.
- Ability to effectively represent the City in situations that may be potentially adversarial or stressful.
- Ability to exercise individual initiative and discretion in work, including confidential matters.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to accurately apply laws, codes, regulations, policies, and procedures.
- Ability to design and evaluate public works projects to ensure objectives are met and codes are followed.
- Ability to exercise flexibility.
- Ability to manage multiple tasks with attention to detail.
- Ability to recognize occupational hazards and utilize standard safety practices.
- Ability to occasionally work irregular hours including evenings and weekends.
- Ability to exert moderate, physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling; may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (15-20 pounds).
- Ability to be exposed to adverse environmental conditions such as dust, odors, wetness, temperature extremes, machinery, vibrations and noise.

**Minimum Qualifications for Employment:** The employee must meet all of the minimum qualifications below as a condition of employment.

- Possession of a Bachelor's Degree in Public Administration, Management, Business Administration, Accounting, Engineering or Communications.
- Five (5) years of progressively responsible public service experience including a minimum of three (3) years of division/department level supervisory experience in a complex public agency.
- Possession and maintenance of a valid State of Ohio motor vehicle operator's license and the maintenance of an acceptable driving record and insurability with the City's general liability policy as deemed by the City.

**Preferred Qualifications for Employment:**

- Possession of a Master's Degree in Public Administration (MPA) or a Master's Degree in Business Administration (MBA).
- Prior public sector experience.
- Demonstrated experience in public speaking.
- Experience in working with citizen organizations.

**Application Process:**

Interested candidates should submit a detailed resume reflecting the nature of the work performed in both current and prior employment. Emphasis should be given to work experience, training and/or duties performed that are relevant to this position. Resumes may be submitted in the following manner:

E-Mail: Tara McCulloch, Human Resources Director at [jobs@wadsworthcity.org](mailto:jobs@wadsworthcity.org)

**Posting Date:**

Friday, March 22, 2019

**Posting Deadline:**

Open until filled.