

COUNTY OF SOLANO
CLASS SPECIFICATION
ASSISTANT DIRECTOR OF RESOURCE MANAGEMENT

CLASS SUMMARY:

Under administrative direction, plans, organizes, manages, and assists the Director of Resource Management in formulating and implementing the department's policies, goals and objectives of the department. Serves as a member of the county's management team. This position is responsible for managing and monitoring the internal operations of the department directly and through subordinate managers and for ensuring the delivery of the department's services to the public in compliance with county, state and federal rules, regulations and policies. This is an at-will position class. The incumbent is exempt from Civil Service and serves at the pleasure of the department head.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from the:

- **Director of Resource Management** class which is the Department Head with full and final responsibility and authority for operations, programs and activities;

SUPERVISION RECEIVED AND EXERCISED:

- Supervision is provided by the Director of Resource Management
- The employee in this class supervises employees in technical/paraprofessional and professional classes.

ESSENTIAL DUTIES: This class specification represents the core area of responsibilities; specific position assignments will vary depending on the needs of the department.

- Exercises management authority for assigned services and activities of the Department of Resource Management and performs managerial responsibilities such as:
 - assisting the department head in evaluating the operational performance of divisions within the department, and in monitoring and reviewing the annual department master work plan and scheduling of major projects and studies
 - assisting in managing the technical divisions of land use, policy planning, environmental programs, building and safety, and zoning, through subordinate managers and supervisors; reviewing and mediating personnel problems; and evaluating the performance of subordinate managers, supervisors and employees, and participating in planning the professional development of key staff;
 - reviewing and evaluating changes in state laws or regulations that impact the delivery of the department's services to the community and advising the Director of major changes that may impact specific plans or costs to programs;

- coordinating and developing plans for scheduled contract work to supplement work performed in-house, monitoring progress of contractor work through subordinate staff, and reassigning workload to assure deadlines are met;
- accomplishing, leading, coordinating, and/or monitoring special critical and sensitive projects in the department that require close review by the department head, following up on issues that are politically sensitive and representing the department head on community related issues as designated;
- assisting in the formulation of department goals, objectives, policies and procedures and ensuring the delivery of services in compliance with local, state and federal regulations; and
- recommending and implementing new policies and procedures to eliminate or reduce barriers to efficient or effective production and/or to improve customer service.
- Performs supervisory duties to direct reports and to others through subordinate supervisors such as:
 - establishing standards for acceptable work products and evaluating performance;
 - interviewing applicants and making selections;
 - reviewing, approving and implementing disciplinary actions and terminations;
 - providing career development mentoring;
 - assigning work and planning and scheduling staff's work activities and deadlines;
 - reviewing work and recognizing employees' work efforts and accomplishments;
 - providing career development mentoring and recommending training and career development opportunities;
 - ensuring that employees are properly trained;
 - reviewing and approving timesheets and requests for leave; and
 - supporting and ensuring compliance with County and Department policies and procedures including those related to equal opportunity and to safety.
- Represents the Department in community outreach efforts by:
 - acting on behalf of the Director of Resource Management in establishing and maintaining liaison with community leaders, local, regional, and statewide organizations, non-profit agencies, local businesses, and other County departments to develop, implement, and/or promote a variety of programs and projects consistent with the Department's goals and services;
 - representing the Department's needs and priorities within these "partnerships";
 - speaking to groups and individuals regarding departmental activities and services;
 - participating as an active and contributing member of designated community organizations, committees/project teams, and special interest work groups as a representative of the Department;
 - ensuring the dissemination of information about departmental operations to promote services in the community; and
 - maintaining knowledge and awareness of community concerns and responding to problems and issues raised by community interests.
- Performs other duties of a similar nature or level as assigned.

EDUCATION AND EXPERIENCE:

- **Education:**
Bachelor's degree or higher from an accredited college or university preferably in Urban Planning, Civil or Mechanical Engineering, Environmental Management, Recreation Management, Business Administration, or other closely related field.

AND

- **Experience:**
Five years of management and supervisory experience in one or more of the following areas in a governmental public agency: environmental health management; building codes, permits and construction; public land use planning; parks and recreation; and/or transportation. Two years of the experience must have included involvement with program evaluation, budget development, contract management, performance management and personnel management.

LICENSING, CERTIFICATION AND REGISTRATION REQUIREMENTS:

- Applicants are required to possess a valid California Driver's License, Class C.
- **Note:** All licenses, certificates and registrations must be kept current while employed in this class.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Principles and practices of management, supervision, leadership, motivation, team building, organization, training, and conflict resolution.
- Contract administration, including development of procedures to assure compliance and conformity with the terms of contracts.
- Law, regulations, and policies applicable to one or more of the functions managed: environmental health management; building codes, permits and construction; public land use planning; parks and recreation; and transportation.
- Principles and practices of supervision, leadership, motivation, team building, organization, training, and conflict resolution.
- Oral communication techniques to include presentation to groups of various sizes and knowledge of subject matter in a positive, inclusive, and motivational manner.
- Practices and techniques of administrative and statistical analysis, statistical report preparation, and graphic presentation of analysis.
- Principles and practices of budgeting, cost analysis, and fiscal management
- Customer service techniques for dealing with customers, often in a difficult or confrontational situation.
- English composition, spelling, grammar, vocabulary, and punctuation for both written and oral communications.
- Formats and appropriate terminology for written communications such as business correspondence, policies, procedures and narrative reports.
- Standard office procedures, practices, equipment, personal computers, and software.

Skill and/or Ability to:

- Supervise, evaluate, train, and develop staff and organize and manage their work.
- Plan, organize and manage an organization which includes diverse program functions of planning and land use, environmental health, transportation, parks and recreation, and building codes, permits and construction.
- Understand, interpret, explain and comply with laws, regulations, policies governing functions managed.
- Define problem areas and recommend solutions to improve department operations.
- Collect and analyze data to identify needs and evaluate program effectiveness;
- Work with and speak to various cultural and ethnic individuals and groups in a tactful and effective manner.
- Represent the office in meetings with representatives from various County and non-County organizations, with local businesses, with customers, and/or with the general public;
- Develop budgets, funding proposals.
- Administer contracts and grants according to designated guidelines and regulations.
- Manage a variety of simultaneous work projects and carrying them through to successful completion.
- Use modern office equipment, and computers and related software applications.
- Communicate effectively orally and in writing.
- Determine the appropriate course of action in stressful and/or emergency situations.
- Represent the office in meetings with representatives from various County and non-County organizations, with local businesses, with customers, and/or with the general public.
- Establish good relationships with the public and with customers and provide customer service that meets and exceeds unit goals and expectations.

PHYSICAL REQUIREMENTS :

- **Mobility and Dexterity:** Positions in this class typically require stooping, kneeling, reaching, occasional standing, occasional walking, pushing, pulling, fingering, grasping, feeling (i.e. sense of touch), and repetitive motion.
- **Lifting, Carrying, Pushing and Pulling -- Light Work:** Employees in this class will be exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- **Vision:** Positions in this class require the employee to have close visual acuity, with or without correction, to prepare and analyze data and figures, transcribe, view a computer terminal, read, etc. Positions in this class also requires employees to have depth perception in order to operate a motor vehicle.
- **Hearing/Talking:** Positions in this class require the employee to perceive the nature of sounds at normal speaking levels with or without correction, and have the ability to receive detailed information through oral communication. Positions in this class require the employee to express or exchange ideas by means of the spoken word.

WORKING CONDITIONS:

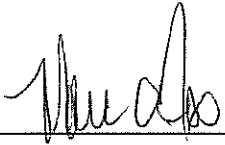
- **Office Work plus Outdoor Work:** While most work will be in an office setting, visits to outdoor worksites will require an employee in this class to occasionally work outside and be subject to a variety of weather conditions, walking on uneven terrain, and working around vehicles in operation and around machinery with moving parts.

- Traffic Hazards: Employees in this class will be required to operate a vehicle and thus will be subject to traffic hazards while driving.

OTHER REQUIREMENTS:

- Background Checks: The County may conduct a background check and a reference check on candidates prior to appointment to a position within this class.
- Independent Travel: Incumbents are required to travel independently, for example, to perform work at other work sites, to attend meetings with other County employees, to attend meetings with community organizations, etc.
- Hours of Work: Incumbents may be required to work weekends, holidays, irregular hours, and after normal business hours.
- Conflict of Interest: Incumbents must, as a condition of employment, comply with Section 81000 et seq. of the California Government Code relating to conflict of interest reporting.

CLASS HISTORY AND CLASS INFORMATION:



Director of Human Resources

- Date Approved by the Director of Human Resources: April 2014
- Date Created: October 2002
- Date(s) Revised: April 2014
- Class Code: 157090