

**PUBLIC WORKS BUSINESS MANAGER**

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for management and coordination of the business affairs of the County Public Works Department. These activities may include coordination of purchasing, inventory control, budgeting, accounting, risk management & insurance programs, human resources & labor relations, information management, transportation, and internal operations. Work is performed in accordance with established policies under the direction of the Commissioner of Public Works. Considerable leeway is permitted for the exercise of independent judgment. Direct supervision is exercised over office administrative support staff. Supervisory support is provided to other supervisory employees in the department.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Establishes accounting records and procedures to conform to established county, state and federal requirements;

Oversees the implementation and operation of the department's information management system and is the liaison with the centralized Information Management Department;

Implements procedures for encumbrance, expense accounting, and distribution of revenues into proper fund accounts;

Supervises the collection of revenues by establishing procedures for the collection of fees and accounts receivables;

Makes fund transfers between accounts to cover unanticipated expenditures when authorized;

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Develops and supervises the maintenance and control of property classification and inventory

systems for fixed assets and supplies;

Performs human resource management functions including employee interviewing, counseling,

processing and settlement of disciplinary charges, resolution of grievances, and

implementation of personnel policies and procedures for the department;

Supervises the preparation and transmittal of financial or other reports and records;

Prepares a variety of special reports on department operations at the request of the Commissioner,

the County Manager, the legislature, or governmental agencies;

Supervises the preparation of monthly internal financial reports;

Provides information and assistance to the County Manager in the preparation of the annual budget

and financial statements for the department;

Reviews and consolidates budget requests and revenue sources to prepare and develop the budget

document;

Provides information about the tentative budget to the County Manager and the legislature;

Makes recommendations for budget cuts;

Establishes procedures and guidelines to implement policies relating to purchasing, capital

improvements, facility maintenance, security, safety, preventive maintenance, staff

development, labor relations, insurance, risk management, data management, and other

aspects of operations;

May schedule and participate in periodic staff inspections of department work locations and

facilities;

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Prepares long and short term financial plans for use by the Commissioner of Public Works;

May assist in the preparation of reports on the liability, real and personal property, and other covered losses to insurance carriers, the County Manager, and the legislature;

Conducts interviews and recommends appointments in the classified civil service;

Participates in labor negotiations or assists labor negotiator by providing financial or other data needed in the collective bargaining process;

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-**

**TERISTICS**: Comprehensive knowledge of the techniques used to monitor expenditure of funds; thorough knowledge of business administration procedures; thorough knowledge of accounting methods and principles of budgeting; good knowledge of financial matters relating to the administration of public works activities; thorough knowledge of the techniques used to solve financial problems; thorough knowledge of debt and investment management; good knowledge of the principles, practices and laws pertaining to employer-employee contract development and administration; good knowledge of the principles of personnel supervision; good knowledge of purchasing and inventory practices; good knowledge of the principles of cost analysis; basic knowledge of the principles of data management including familiarity with software used by the county; ability to provide direction and supervision to a large subordinate staff, including subordinate supervisors; ability to identify and anticipate financial problems and needs; ability to readily acquire familiarity with laws, regulations, and policies; ability to identify and set priorities; ability to verbally explain and present budgets; ability to interpret financial reports; ability to identify information management needs and to assist in the design of systems to meet those needs; skill in organizing and

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consolidating narrative and tabular information into clear and logical fiscal plans; demonstrated skill in communicating effectively both orally and in writing; skill in human and public relations; good judgment; integrity; thoroughness; dependability.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Possession of a Master's Degree in Business Administration, Public Administration, Accounting, Business Education, or a related field, and three (3) years of acceptable Business Administration experience including the preparation and analysis of financial statements, two (2) years of which shall have involved the supervision of others; or
- (B) Possession of a Bachelor's Degree in Business Administration, Public Administration, Accounting, Business Education, or a related field, and five (5) years of acceptable Business Administration experience including the preparation and analysis of financial statements, two (2) years of which shall have involved the supervision of others; or
- (C) An equivalent combination of training and experience as described in (A) and (B) above.