

# **CITY OF GLENDALE INTERDEPARTMENTAL COMMUNICATION**

**DATE :** September 11, 2024

**TO:** Members of the Civil Service Commission

**FROM:** Paula Adams, Chief Human Resources Officer  
**BY:** Ando Vardanyan, Human Resources Analyst

**SUBJECT: Revised Class Specification and Job Bulletin for  
Approval – Director of Public Works**

## **BACKGROUND**

Attached for your approval are the revised class specification and job bulletin for the executive level position of Director of Public Works.

The City Manager intends to conduct a promotional recruitment process to fill the vacant position of Director of Public Works. Prior to the commencement of this recruitment, the City Manager would like to take this opportunity to update the class specification, which was last revised in 2018. Specifically, the City Manager is proposing to reduce the experience requirement from ten years to eight years of responsible managerial experience in Public Works administration, or a related field to bring it up to date with industry standards.

The position will report to the City Manager and will be responsible for overseeing and directing the operations of the Public Works Department. This includes the City's Engineering, Traffic, Project Management, Integrated Waste Management, Fleet Services and Facilities Management, Maintenance Services, and Transit Services functions.

Pursuant to Civil Service Rule IV, Section 3 (c), staff is also requesting Commission approval of the job bulletin for Director of Public Works, which is consistent with the proposed revisions to the class specification.

## **RECOMMENDATION**

1. That the proposed class specification for Director of Public Works be approved as submitted.
2. That the proposed job bulletin for Director of Public Works be approved as submitted.



## DIRECTOR OF PUBLIC WORKS

### **DEFINITION**

Under administrative direction of the City Manager, this executive position directs the activities of the Public Works Department of the City. This position involves responsibility for planning and administering the City's Engineering (including Traffic), Project Management, Integrated Waste Management, Fleet Services and Facilities Management, Maintenance Services, and Transit Services functions.

### **Essential functions of the job include, but are not limited to, the following:**

Ensure Department services are provided with exceptional customer service and the highest level of ethical standards.

Direct, plan, organize and administer the operation of the Public Works Department. Establish Departmental goals and objectives using short- and long-term planning.

Direct preparation and administration of the Public Works Department Budget. Direct and review the preparation of staff reports, studies and analyses.

Select, develop and supervise principal subordinates and direct the selection, placement, training and supervision of other employees. Review and evaluate employees' job performance and recommend appropriate personnel action.

Initiate and supervise research on special public works projects.

Conduct presentations to the City Council, Transportation & Parking Commission and other City boards and commissions on public works related matters. Make presentations to and interact with homeowner associations, business groups and other community stakeholders.

Reports to the City Manager on the department's activities.

Confer with department directors, representatives of other governmental units, utility company representatives, and other interested parties affected by existing or proposed public works operations or regulations.

Drive on City business as necessary.

Assume responsibility for ensuring the duties of this position are performed in a safe, efficient manner.

Performs other related duties as assigned or as the situation requires.

### **MINIMUM REQUIREMENTS**

#### **Experience**

~~Eight~~ Ten years of responsible managerial experience in Public Works administration, or a related field.

#### **Education/Training**

Bachelor's degree in business administration, public administration, civil engineering or a related and applicable field. Master's degree in a related and applicable field is desirable.

**License(s)/Certification(s)**

Valid California Class C driver's license.

**Knowledge, Skills & Abilities**

**Knowledge of:**

Applicable safety rules, practices and procedures affecting the operation of a Public Works Department.

Laws and ordinances relevant to the operation of a Public Works Department.

Principles of organization, administration and supervision.

**Ability to:**

Provide exceptional customer service to all employees and vendors.

Build strong interpersonal relations within the community, particularly amongst an ethnically diverse population.

Communicate effectively, orally and in writing.

Deal with all levels of employees and the public.

Develop necessary skills from on-the-job training and meet the standards of performance for the classification by the end of the probationary period.

Effectively supervise subordinates.

Establish and maintain smooth and effective working relationships.

Foster a teamwork environment.

Lead, coach, instruct and motivate employees.

Make presentations before groups and the public.

Provide clear work instruction.

Provide executive leadership.

Model and practice the highest standards of ethical conduct.

Review and evaluate employees' job performance.

Run a successful Public Works Department within a given budget.

**Other Characteristics**

**Willingness to:**

Work necessary hours and times to accomplish goals, objectives and required tasks.

Assume responsibility for maintaining a safe working environment.

Plan, initiate, recommend and carry out personnel actions.

Fully embrace the value and merits of a well-qualified, diverse workforce that is generally reflective of the surrounding labor market.

**Note**

An equivalent combination of experience, education and/or training may be considered as a substitute for the listed minimum requirements.

**FLSA DESIGNATION**

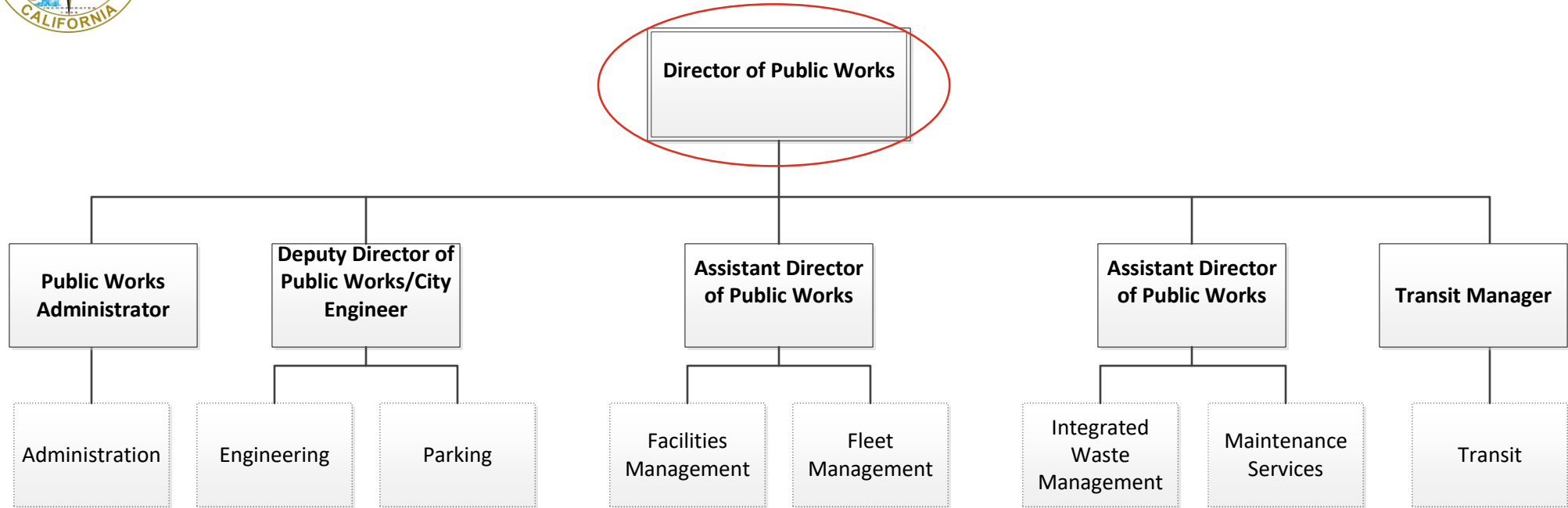
Director of Public Works - Exempt

Revised Class Specification	Revised by: <u>AVMD</u>
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Previously Approved: 08/85, 02/90, 11/92, 06/02, <u>10/10/2018</u>	Job Family: None
Approved by Commission: <u>10/10/2018</u> <u>09/11/2024</u>	



# Public Works





City of Glendale (CA)  
**Director of Public Works**

<b>SALARY</b>	\$14,792.09 - \$20,473.00 Monthly	<b>LOCATION</b>	Glendale, CA
<b>JOB TYPE</b>	Salaried - Full-time	<b>JOB NUMBER</b>	24-00253
<b>DEPARTMENT</b>	Public Works Department	<b>DIVISION</b>	PWD Administration
<b>OPENING DATE</b>	09/16/2024	<b>CLOSING DATE</b>	9/27/2024 11:59 PM Pacific
<b>FLSA</b>	Exempt		

## The Position

### PROMOTIONAL EXAMINATION - ONE-YEAR PROBATIONARY PERIOD

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**Essential functions of the job include, but are not limited to, the following:**

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Reports to the City Manager on the department's activities.

Confer with department directors, representatives of other governmental units, utility company representatives, and other interested parties affected by existing or proposed public works operations or regulations.

Drive on City business as necessary.

Assume responsibility for ensuring the duties of this position are performed in a safe, efficient manner.

Performs other related duties as assigned or as the situation requires.

## **Minimum Requirements**

### **Experience**

Eight years of responsible managerial experience in Public Works administration, or a related field.

### **Education/Training**

Bachelor's degree in business administration, public administration, civil engineering or a related and applicable field.

Master's degree in a related and applicable field is desirable.

### **License(s)/Certification(s)**

Valid California Class C driver's license.

### **Knowledge, Skills & Abilities**

#### **Knowledge of:**

Applicable safety rules, practices and procedures affecting the operation of a Public Works Department.

Laws and ordinances relevant to the operation of a Public Works Department.

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#### **Ability to:**

Provide exceptional customer service to all employees and vendors.

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Provide executive leadership.

Model and practice the highest standards of ethical conduct.

Review and evaluate employees' job performance.

Run a successful Public Works Department within a given budget.

### **Other Characteristics**

#### **Willingness to:**

Work necessary hours and times to accomplish goals, objectives and required tasks.

Assume responsibility for maintaining a safe working environment.

Plan, initiate, recommend and carry out personnel actions.

Fully embrace the value and merits of a well-qualified, diverse workforce that is generally reflective of the surrounding labor market

**Promotional Eligibility**

Any City of Glendale employee who meets the minimum qualifications for this position, has completed probation or six months of City employment, and is occupying a permanent full-time classification. Hourly City employees may be considered, provided that they furnish proof of continuous employment immediately preceding the final filing date, which would equal a minimum of six months of full-time service or 1040 part-time hours. (Civil Service Rule VIII 4-E).

**Exceptional Customer Service Policy**

The City of Glendale values quality customer service and takes pride in the exceptional service provided by every employee. As a part of the Glendale team, we are dedicated to delivering courteous, considerate, and personalized attention to our diverse community and to one another.

Please click on the link to read the [Exceptional Customer Service Policy](#).

**Note**

An equivalent combination of experience, education and/or training may be considered as a substitute for the listed minimum requirements.

**Selection Process**

The examination will consist of an Evaluation and an Oral Assessment Panel - Evaluation - qualifying and Oral Assessment Panel - 100%. The Evaluation will consist of a review of each candidate's qualifications including professional experience, education, certifications and other suitable training, based on submitted materials, necessary to determine the most highly qualified and suitable candidates for this position. The recommended group of finalists will participate in the Oral Assessment Panel, which will include Public Works managers and professionals from other jurisdictions, as well as City of Glendale Executives.

Candidates must receive a minimum passing score of 70% on the Oral Assessment Panel to have their names placed on the eligible list. The City of Glendale reserves the right to modify the above stated examination components and/or weights. Should this be necessary, the candidates will be notified of the specific examination components and weights prior to the administration of any examination. The selected candidate will be subjected to a background check including Livescan fingerprinting. TIME AND PLACE OF THE EXAMINATION WILL BE ANNOUNCED. The City of Glendale conforms with State and Federal obligations to make reasonable accommodation for applicants and employees with disabilities. The Human Resources Department asks that it be advised of special needs at least five days prior to the first test part so that a reasonable accommodation may be made. The provisions of this bulletin do not constitute an express or implied contract. In compliance with the Immigration Reform and Control Act of 1986, the City of Glendale requires that all new employees provide documentation to establish both work authorization and identity.

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**Agency**

City of Glendale (CA)

**Address**



141 N Glendale, 3rd Floor 314

**Phone**

818-548-2110

Glendale, California, 91206

**Website**

<http://www.glendaleca.gov>

## Director of Public Works Supplemental Questionnaire

### \*QUESTION 1

The position you are applying for is a promotional position for current City of Glendale employees only. In the space below, please type your City of Glendale Employee ID Number.

### \*QUESTION 2

Do you possess a Bachelor's degree (or higher) in business administration, public administration, civil engineering or a related and applicable field?

☐ Yes

☐ No

### \*QUESTION 3

Do you possess eight years of responsible managerial experience in Public Works administration, or a related field?

☐ Yes

☐ No

### \*QUESTION 4

If your answer to question #3 is YES, please describe the details of your experience. In your response, please also include details about your managerial experience. Please be detailed in your response. If you answered NO, please mark N/A.

### \*QUESTION 5

How did you FIRST learn about this position?

☐ City of Glendale Website

☐ Visited Human Resources in person

☐ Currently a City employee

☐ Other

☐ GTV6

\* Required Question