

COUNTY OF SOLANO
CLASS SPECIFICATION
DIRECTOR OF RESOURCE MANAGEMENT

CLASS SUMMARY:

Under policy direction of the Board of Supervisors and County Administrator, plans, organizes, administers, evaluates, and enforces federal, state, and local laws and policies and non-mandated services pertaining to environmental health, building construction and safety, transportation, engineering and surveying, land use planning and regulations, and waste management.

This is a single-position class at the department head level with the overall responsibility of accomplishing and furthering departmental goals and objectives throughout the County's incorporated and unincorporated areas. The class is exempt from the provisions of the County's Civil Service ordinances and the incumbent is hired and retained at the pleasure of the appointment authority.

The incumbent provides administrative direction to subordinate senior manager.

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

- Plans, directs, organizes, coordinates, and evaluates a broad range of departmental operations that provide mandated and non-mandated services in the areas of environmental health, building construction and safety, transportation and road/bridge operations, engineering and surveying, land development, flood control, and waste management; identifies and resolves problems; makes necessary adjustments to ensure the delivery of services in compliance with federal, state, and local mandates.
- Directs the development and implementation of countywide policies and procedures related to departmental goals and objectives.
- Oversees financial management including developing and implementing capital and operating budgets, fiscal strategies, and annual budgets; monitors revenues and expenditures; allocates and develops resources including personnel.
- Directs, through subordinate senior managers, activities related to selecting, training, developing, and evaluating the performance of professional and technical staff.
- Reviews and approves negotiated contracts for outside services and equipment.
- Reviews and analyzes a variety of financial, statistical, and narrative reports; conducts fiscal analysis and prepares cost projections; formulates and directs necessary responses and actions.
- Participates in and attends meetings of various committees, boards, and community interest groups.
- Advises the Board of Supervisors, County Administrative Officer, and appointed boards and commissions on short and long-range goals, objectives, and accomplishments.
- Consults with appropriate local agencies, cities, counties, state, and federal officials and professionals on issues relevant to departmental concerns; develops and maintains constructive working relationships with federal, state, and local officials and with community leaders and civic groups.

- Directs and oversees the development of departmental strategic plans and initiatives, focusing on developing, delivering, and expanding services to meet community needs and the evaluating outcomes in terms of effectiveness and cost efficiency.
- Serves on the County executive management team.
- Performs other duties of a similar nature and level as assigned.

TRAINING AND EXPERIENCE:

Education: Bachelor's degree from an accredited college or university with major coursework in engineering, land use planning, architecture, environmental health, business administration, public administration, or a field related to the work;

-and-

Experience: Seven years of related management and supervisory experience, of which two years were at a senior management level.

LICENSING/CERTIFICATION REQUIREMENTS:

- State of California Driver's License, Class C.
- Registration as a Professional Engineer and licensed by the State of California as a Civil Engineer (Business and Professions Code, Section 6730) is desirable.

REQUIRED KNOWLEDGE AND SKILLS:

Knowledge of:

- Applicable federal, state, and local laws, codes, ordinances, rules, and regulations
- Civil engineering theories including road/bridge planning, designing, constructing, and operating
- Waste management
- Governmental planning and zoning; community and regional
- Land development and flood control
- Environmental health services
- Socio-economic, financing, transportation, political and other elements related to the planning and redevelopment processes
- Program and project planning, managing, and evaluating
- Strategic planning processes
- Contract management principles and practices
- Public administration, management, and leadership principles and practices
- Principles and practices of public sector personnel management and supervision
- Budget and fiscal management, cost accounting, public funding, fiscal analyses and control
- Operations and activities of a multi-faceted department
- Operational and community needs forecasting
- Variables, assumptions, and statistical computations used with cost benefit analysis
- Principles and practices of communication processes, group dynamics, meeting facilitation, and conflict resolution

Skills In:

- Interpreting, applying, and explaining applicable laws, codes, ordinances, policies, procedures, rules, and regulations
- Analyzing, interpreting, and understanding technical and statistical information
- Representing the County's position in normal, controversial, and pressured situations
- Responding to critical and sensitive issues and events
- Managing multiple priorities simultaneously
- Exercising leadership, responsibility, and initiative
- Analyzing and developing policies and procedures
- Analyzing situations, identifying problems and solutions, projecting consequences of proposed actions, and implementing recommendations in support of goals; exercising judgment and creativity in making decisions
- Planning, analyzing, and evaluating programs and services, operational needs, and resources
- Directing work consistent with goals and priorities
- Overseeing and evaluating individual employees and work units
- Planning, analyzing, and evaluating programs and services, operational needs, and resources
- Preparing multiple budgets and administering and controlling expenditures
- Managing contract administration
- Utilizing strong verbal and interpersonal skills
- Speaking clearly and concisely before small and large groups
- Preparing clear, concise, and comprehensive reports, records, correspondence, and other written materials
- Conducting negotiations and mediations
- Resolving disputes and grievances
- Handling highly confidential information
- Using a computer and related software applications
- Interacting professionally and working collaboratively and productively with various management levels, committees, and boards either one-on-one or in group settings
- Establishing and maintaining constructive and cooperative working relationships with those contacted in the course of work; demonstrating tact and diplomacy

DESIRABLE TRAITS:

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| • Politically Astute | • Discerner and Decision Maker |
| • Strategic and Proactive Perspective | • Ethical Behavior |
| • Executive Leader | • Manage and Influence Resources |
| • Effective and Persuasive Communicator | • Build and Leverage Talent |
| • Organizational Acumen | • Knowledge Worker |
| • Develop and Execute Policies | |

OTHER REQUIREMENTS:

- Independent travel
- Work evenings and weekends on a regular basis

ADA REQUIREMENTS:

- Positions in this class typically require climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motion.
- Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

CLASS DATA AND HISTORY:

- Class Code: 158020
- Salary Plan/BU: 61
- Civil Service Exempt
- Date Established: April 27, 2004
- Spec Created: March 26, 2010

Approval by:



Donald W. Turko
Director, Human Resources

4-13-2010

Date