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# **Assistant Director of Public Improvements**

# **Employer**

City of Winfield Kansas 200 E 9<sup>th</sup> Ave Winfield, KS 67156

JOB TITLE: Assistant Director of Public Improvement DEPARTMENT: Public Improvement REPORTS TO: Director of Public Improvement

# **Position Summary:**

Assists in the management of Public Improvement projects involving streets, refuse, parks, and utilities. Performs professional administrative and supervisory responsibilities in developing, managing, and coordinating community development functions and organizational/departmental project management as assigned.

# **Essential Duties:**

- Coordinate and direct projects across departments, making detailed plans to accomplish goals and directing the integration of technical activities.
- Develops, coordinates, and administers programs in community development, community planning/special projects, urban redevelopment, rehabilitation, nuisance abatement and building code enforcement.
- Interact with public in various settings (office and field) with regard to public improvements and planning. Appears before public and officials.
- Maintains liaison with local, state, and federal agencies.
- Coordinates grant programs and applications.
- Assists citizen groups in planning and organizing task forces.
- Serves as secretary to the Planning Commission.
- Meets with and provides information to the Planning Commission and with Appeals Boards.
- Writes new and revisions to various planning, zoning, and building code ordinances.
- Reviews plats and rezoning requests.

- Perform administrative functions such as reviewing and writing reports, approving expenditures, making decisions for purchase of materials or services.
- Serves as ADA Coordinator for the City.
- Participate in coordination of disaster response and lead communication with federal, state and other local emergency management officials including tracking of internal response efforts, reimbursement processes and other technical assistance programs.
- Prepares budget recommendations for division and programs and administers budget.
- Oversees supervision of personnel; assists in hiring, promotions, disciplinary actions, and terminations.
- Establishes and evaluates performance work standards, to include safety policies and procedures; helps resolve difficult personnel problems.
- "This job description in no way states or implies that these are the only duties to be performed by this employee. He or she will be required to follow any other instructions and to perform any other duties requested by his or her supervisor."

#### Skills:

- Reading Comprehension Understanding written sentences and paragraphs in work related documents.
- Critical Thinking Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Judgment and Decision Making Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Active Listening Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Speaking Talking to others to convey information effectively.
- Writing Communicating effectively in writing as appropriate for the needs of the audience.
- Mathematics Using mathematics to solve problems.
- Spreadsheets Using a computer application to enter, manipulate, and format text and numerical data; insert, delete, and manipulate cells, rows, and columns; and create and save worksheets, charts, and graphs.
- Active Learning Understanding the implications of new information for both current and future problem- solving and decision-making.
- Time Management Managing one's own time and the time of others.
- Management of Personnel Resources Motivating, developing, and directing people as they work, identifying the best people for the job.
- Management of Financial Resources-Determining how money will be spent to get the work done, and accounting for these expenditures.
- Complex Problem Solving Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

#### **Attributes:**

- Oral Comprehension The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Written Comprehension The ability to read and understand information and ideas presented in writing.
- Oral Expression The ability to communicate information and ideas in speaking so others will understand.
- Problem Sensitivity The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- Deductive Reasoning The ability to apply general rules to specific problems to produce answers that make sense.
- Inductive Reasoning The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- Self-Starter Accomplishes work with very little direct supervision.
- Service Orientation Actively looking for ways to help people.

# **Experience and Education:**

- Any combination of education and experience equivalent to a bachelor's degree in engineering, construction management, community development, urban planning, economic development, business or a related field.
- Three years of project management experience including three years in a supervisory or administrative capacity.
- Ability to become registered as a professional engineer or a Master's degree in public administration, business, community development, or urban planning is desirable.
- Possession of a valid driver's license.

# **Physical Requirements:**

- Ability to perform mostly sedentary physical work and ability to lift and carry up to 25 pounds.
- Ability to stand, walk, sit, and perform a variety of similar body movements.
- Possess hand/eye coordination adequate to operate a personal computer and other office machines.

# **Application Instructions:**

https://winselfservice.winfieldks.org/ess/EmploymentOpportunities/