



CITY OF OMAHA CLASS SPECIFICATION

CLASSIFICATION TITLE: GENERAL SERVICES DIVISION MANAGER

BARGAINING UNIT: [CIV MANAGEMENT](#) **CODE NUMBER:** 1390

PAY RANGE CODE: [26.2 MC](#) **REVISION DATE:** 7/27/17

NATURE OF WORK:

This is responsible professional, administrative, and supervisory work managing the operation of the General Services Division of the Public Works Department. Work involves administration of the programs, projects, and activities of the division and the department, as well as the divisional budget to include the Executive Staff. Work includes developing and implementing program policies and procedures, and reviewing and evaluating the effectiveness of the staff, programs, and services provided. It also involves considerable public contact and liaison work with members of other City departments, City Council, local, state, and federal agencies, the media, and interested citizens' groups. An employee in this classification exercises considerable independence in the performance of duties and receives general guidance from a superior.

ESSENTIAL FUNCTIONS: *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)*

Hires, trains, schedules, assigns, supervises, and evaluates the work of department administrative and Right-of-Way personnel.

Oversees the compilation of the departmental budget; disseminates current year data, guidelines, and timetables; accumulates projections and cost figures; and, following approval, monitors expenditures from capital accounts to keep within appropriations.

Meets with other department employees, representatives of other agencies, civic groups, and the public, sometimes during off hours, to provide information and to coordinate activities.

Researches and coordinates responses to inquiries from city staff and citizens at large regarding programs, policies, procedures, and assessments made by the Public Works department in regard to infrastructure improvements.

Prepares annual reports, contract awards, and ordinances and coordinates the preparation and placement of displays for public works expositions.

Attends City Council and Board of Equalization meetings to explain projects, the costs, and assessments, and to answer questions. Makes presentations/testifies before City Council as a subject matter expert on programs or projects as needed. Attends other governmental board,

committee, or subcommittee meetings as directed as a representative of the Public Works department and its programs.

Participates in the activities of the City Annexation Task Force to review areas considered for annexation, review potential of area, compile costs and other considerations, and make recommendations accordingly.

Coordinates and reviews all public works activities related to small and emerging businesses; manages the City Small and Emerging Small Business program (except for Certification), coordinates with the Human Rights and Relations Department as well as other partners in the implementation of the program as a whole.

Oversees and maintains the Public Works website; coordinates social media messaging and departmental communication applications; coordinates with the Mayor's Office staff regarding community relations and community engagement.

Manages the preparation of media releases and meets with news media representatives to apprise them and the public of the details of the department's planned projects; responds in writing to inquiries from the Mayor, other city officials, members of the City Council, other city employees, and interested members of the public.

Coordinates with the Mayor's Office staff and other departmental Public Information Officers regarding overall communication and city media relations.

Oversees the policies, procedures, and management of the special programs of the Public Works Department; works with City, County, and community partners in coordinating and implementing the programs in which the department oversees or participates.

Oversees the policies, procedures, and management of the official records of the Public Works Department; works with City, County, and information technology partners in the coordination and implementation of the records management program.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Knowledge of management theory and practice.

Knowledge of general office procedures and public works or related budget preparation and accounting procedures.

Knowledge of the use and application of various web and social media products, including but not limited to: Twitter, Facebook, LinkedIn, Joomla 2.5 or higher, and various other programs.

Knowledge of the laws, ordinances, and codes governing public and private construction work and assessment procedures for improvements to public property.

Skill in the operation, use, and maintenance of the assigned computer hardware and software.

Skill in the design and development of geodatabases.

Skill in Geographic Information System (GIS) hardware and software configuration, maintenance, problem solving, and performance tuning.

Ability to learn and adapt to advances in computer and electronics device technology and software.

Ability to read, research, and interpret agreements, laws, ordinances, and codes governing the work of the department in regard to implementing and enforcing departmental projects and procedures.

Ability to prepare, read, and interpret plans, blueprints, and specifications for construction work.

Ability to manage and direct the work of professional and technical employees.

Ability to plan, schedule, assign, supervise, and evaluate the work of a number of subordinates.

Ability to communicate with staff, city and elected officials, architects, engineers, contractors and citizens in a clear, concise and organized manner.

Ability to attend meetings, at times during off hours, to represent the Public Works department, its policies and activities, and the laws and ordinances governing them.

Ability to understand oral or written instructions.

Ability to adhere to safety policies, procedures, and guidelines.

Ability to establish and maintain effective working relationships with supervisors, subordinates, vendors, other officials, and members of the general public.

Ability to stand or walk from 51 to 75% of the time; to reach, bend, stoop, push, pull, lift, or sit from 26 to 50% of the time; and to climb, balance, squat, kneel, crouch, crawl, or type up to 25% of the time.

Ability to use up to twenty (20) pounds of force to move objects up to 33% of the time; to use up to ten (10) pounds of force to move objects from 34 to 66% of the time; and to use lesser amounts of force to move objects from 67 to 100% of the time.

EDUCATION AND EXPERIENCE: *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

Bachelor's degree in Public Affairs, Public Administration, Business Administration, Engineering Technology, or a related field

AND

Five (5) years of management experience, at least two (2) of which must have been in an administrative supervisory capacity.

SPECIAL QUALIFICATIONS

Must be able to work weekends, holidays, and emergency call-ins as needed.

Must be able to provide one's own transportation unless a vehicle is provided.

WORKING CONDITIONS: *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)*

Work is performed primarily in an office setting amid normal levels of dust, odors, and fumes, but amid moderate noise levels.

EQUIPMENT OPERATION: *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Computer
Telephone
Scanner

Copier
Calculator

Printer
Mobile Devices

Previous Revision Date(s): 12/12/13