

DIRECTOR OF PROGRAM DEVELOPMENT II (PUBLIC WORKS)

DISTINGUISHING FEATURES OF THE CLASS: Under supervision of the First Deputy Commissioner of Public Works, the incumbent of this class conducts studies and advises on managing the administration, operation and coordination of assigned capital projects. Supervision is not a responsibility of this position. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Participates in the development and implementation of project objectives and schedules to insure timely completion and cost control;

Keeps abreast of project progress and operating costs by analyzing field reports, accounting and payroll statements and makes recommendations for cost savings and greater efficiency;

Coordinates the activities of various agencies and departments involved with major capital projects;

Participates in regular reviews of on-going departmental projects and operations regarding their timely completion, budget control, and coordination with departmental or municipal operations;

Prepares proposals for grant applications and other special funding resources for capital projects and studies;

Insures the appropriate and timely reporting of statistics, inspections, regulatory compliance's, studies, and other documentation as required;

Acts as a liaison between County departments, municipal officials and the County on capital projects and departmental operations such as bridge repair or replacement, County road repair and maintenance, as well as other facility or infrastructure projects;

Attends job meetings and scheduling sessions with the engineers and contractors;

Coordinates community outreach programs to meet information needs of municipality and residents;

Assists in the preparation of capital budget requests.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of public administrative and operational processes, techniques and procedures in the planning and implementation of major capital projects; thorough knowledge of administrative reporting and control processes associated with budget, personnel and purchasing; ability to delegate responsibility effectively; ability to communicate effectively both orally and in writing; initiative; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and four years of experience in management or public administration.

SUBSTITUTIONS: Satisfactory completion of 30 credits* toward a Masters Degree* in Business or Public Administration may be substituted for one year of the required public administration experience. Satisfactory completion of a one-year Public Administration internship may be substituted for one year of public administration experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.