



City of Tempe

PUBLIC WORKS ADMINISTRATIVE MANAGER

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	428	<i>Department:</i>	Public Works
<i>Supervision Level:</i>	Manager	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Sr. Management Assistant
<i>Safety Sensitive / Drug Screen:</i>	No	<i>Physical:</i>	No

Click [here](#) for more job classification information including current salary range.

REPORTING RELATIONSHIPS

Receives general direction from the Public Works Director.
Provides direct supervision to assigned staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Four (4) years of administrative or program management experience in a public agency, including two (2) years of supervisory responsibility.
<i>Education:</i>	Bachelor’s degree from an accredited college or university with major course work in public administration, business administration or related to the core functions of this position. A master’s degree is preferred.
<i>License / Certification:</i>	Possession of a valid driver’s license.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City’s stated mission and values. To develop, plan and implement goals and objectives for the division/section that align with the department’s goals and objective; to recommend and administer department-wide policies and procedures; to coordinate assigned activities; to provide highly responsible and complex administrative assistance and serve a technical advisor to the Public Works Director.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Work closely with the Public Works (PW) Director to provide strong, visionary and innovative management and leadership for the Department in accordance with the City's Mission and Values.
- Advise and assist with departmental succession planning efforts.
- Select, train, motivate, track, assign and oversee the work of staff; establish schedules and methods for work performed; and ensure adherence to proper workgroup procedures and policies.
- Assist department managers, supervisors and employees with interpreting personnel policies and procedures, human resources guidelines and MOU agreements to ensure departmental connectivity and consistency.
- Provide department oversight, direction and information to deputy directors, managers, supervisors and employees pertaining to recruitment and selection, performance management, employee relations and employee benefits; prepare, develop and update documents for classifications and compensation.
- Coordinate with supervisors and managers and oversee the hiring process for all PW vacancies; serve as the liaison with Human Resources for all hiring activities.
- Provide guidance and assistance to supervisors on Performance Improvement Plans, employee disciplinary issues, coaching/mentoring, and mediation; monitor, track, coordinate, recommend and conduct fact-finding investigations regarding allegations of violations as necessary, in conjunction with Human Resources, City Attorney's Office and Diversity Office as appropriate.
- Act as primary point of contact for the department for complex personnel issues; investigate work-related employee complaints and concerns; gather information and documentation relating to investigations; coordinate and provide assistance to the PW Director and Deputy Directors on corrective/disciplinary actions within the department.
- Facilitate and coordinate department initiatives.
- Participate and work closely with the PW Director and Deputy Directors in all reorganizations as part of organizational development coordination and budgetary guidelines.
- Assist and advise the PW Director on management issues; assist in the development, planning and implementation of goals and objectives; recommend and develop department policies and procedures.
- Explain and interpret departmental activities, programs and procedures.
- Represent PW on taskforce projects, boards and committees.
- Respond to and assist in the resolution of a variety of requests and complaints for employees, other municipalities and the public.
- Direct or provide answers to questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Supervise and perform extensive research for special projects; collect information on operational and administrative challenges; synthesize information and make recommendations on policy issues; present issues to the PW Director and Deputy Directors.
- Participate in professional development activities to stay apprised of new management issues, practices and industry issues.
- Work with Human Resources on interpreting, applying, and/or suggesting changes to related policies and procedures.

- Investigate complaints and recommend corrective action to resolve issues.
- Provide department orientation to new employees in conjunction with department director, deputy directors, managers and/or supervisors.
- Assist business operations with researching and establishing benchmarks, best practices and peer comparisons.
- Provide proactive performance planning utilizing performance management tools.
- Perform related duties as assigned.

COMPETENCIES		
CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY
<p><i>Effective January 2020</i> <i>Revised September 2022 (no longer safety sensitive)</i> <i>Revised August 2023 (update reporting relationship and job duties)</i> <i>Revised March 2024 (update job title due to reorg of Eng & Transp Dept, remove certification requirement, and update job duties)</i></p>