

PUBLIC SERVICES GENERAL MANAGER

Job Summary:

Under general direction of the City Manager, plans, leads, and oversees a broad range of public services, including, but not limited to, public safety, parks and recreation, landscape and building maintenance, and human services. This is an unclassified, at-will position.

Essential Duties and Responsibilities:

(The City reserves the right to add, modify, change, or rescind duties and work assignments.)

1. Leads, plans, organizes, implements, and controls a variety of programs, projects, and activities related to public safety, parks and recreation, landscape and building maintenance, and human services.
2. Participates as a member of the City Manager's executive management team to review and develop overall approaches to the City's long-range plans and priorities.
3. Serves as Civilian Administrator over the Sheriff's contract; directs related law enforcement activities with the Los Angeles Sheriff's department, probation and other enforcement agencies.
4. Supervises employees, which includes prioritizing and assigning work, conducting performance evaluations, and making decisions on hiring, termination, and disciplinary actions.
5. Plans, coordinates, implements, controls, and evaluates the policies, procedures, strategies, work standards, and strategic goals for the Public Services work group; maintains, updates, and ensures procedural compliance for mandated programs.
6. Serves as a senior management staff liaison to various commissions and subcommittees, community-based organizations, external agencies, committees, associations, citizens, and/or other interested parties.
7. Leads the preparation and review of staff reports, letters, memos, and/or other related correspondence.
8. Leads the preparation of the Public Services work group budgets, financial reports, and capital improvement budgets; monitors revenues and expenditures.
9. Facilitates, leads, and/or participates in meetings and committees; represents the work group and the City at meetings and conferences; serves as a liaison between work groups, external organizations, the general public, and other agencies.
10. Develops Citywide administrative policies and strategic goals.
11. Leads work team that designs and manages construction projects located at city parks and other City owned facilities.
12. During emergencies, relieves the City Manager as Incident Commander and leads the Emergency Operations Center.
13. Acts as City Manager, in rotation with other General Managers, in the City Manager's absence.
14. Performs related duties as required.

Qualification Guidelines:

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

Education and/or Experience

Bachelor's degree in public or business administration or related field and seven (7) years of full-time senior management experience in public services in a government environment. A master's degree in a related field is preferred.

Knowledge of:

- Principles and general practices of law enforcement, public safety, parks and recreation, landscape and building maintenance, and human services programs and procedures.
- Management and leadership principles, including performance measurements.
- Public administration and governmental operations.
- Applicable local, state, and federal laws, codes, policies, procedures, rules, and regulations.
- Program development and administration principles and practices.
- Public relations principles and practices.
- Personal computer software and hardware.
- Effective methods of report presentation.
- Budget preparation, control, and management.
- Effective oral and written communication principles and practices.
- City organization, operations, policies, and objectives.
- Basic principles of personnel administration.
- Contract administration principles and practices.

Skill and/or Ability to:

- Lead and control the work of technical and professional staff.
- Efficiently and effectively manage the operations of various divisions.
- Effectively communicate orally and in writing.
- Establish and maintain effective working relationships with others.
- Make effective oral presentations.
- Represent the City at meetings, conferences, and special events.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Plan, analyze, and evaluate programs and services, operational needs, and fiscal constraints.
- Read, interpret, apply, and explain codes, rules, regulations, policies, and procedures.

License:

Possession of a valid California Class C driver's license. Employees in this classification will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program which confirms possession of a valid driver's license and reflects driving record.

Physical Requirements and Working Conditions:

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require vision (which may be corrected) to read small print.
- Perform work which is primarily sedentary.
- Are subject to inside and occasional outside environmental conditions.
- Attend evening meetings, work weekends, and/or travel within and out of City boundaries on City business.
- Participate on the City's emergency response team.
- Operate a personal computer and other office equipment.
- Use a City and/or personal vehicle in the course of employment.