

## ASSISTANT DIRECTOR - OPERATIONS

Code No. 3-14-258

### COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative professional engineering position in the Department of Engineering responsible for planning, designing and directing through matrix management, the construction and maintenance of engineering and architectural projects. Significant administrative and management skills are required. The Assistant Director - Operations prioritizes, assigns and adjusts staff workloads, oversees and monitors project budgets, and reviews and monitors project timelines. General supervision is exercised over engineers and architects. Work is performed under general direction of the Director, with wide leeway allowed for independent judgement. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed)

Reviews, prioritizes, and assigns projects to Managing Engineers for management from early stages of planning through design, construction and close-out;

Assigns engineering, architectural and technical staff to projects to work under the direction of managing engineers and architects;

Provides direction to Engineering staff during crises, or with the more complex and difficult aspects of project work;

Develops and maintains procedure manuals for the department and consultant staff;

Prepares narrative and statistical project status reports for the department;

Reviews and monitors project budgets during projects in process;

Provides liaison to the Legislature as assigned by the Director;

Monitors performance of staff and consultants regarding compliance with project goals, use of proper engineering practices, quality of work, adherence to established schedules, project costs and budgets;

Establishes policies, procedures, and guidelines for project design and construction.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the principles and practices of engineering and architecture as applied to planning, design and construction of sewers, roads, buildings, parks, airport facilities and similar structures; thorough knowledge of the principles and practices of project management as related to capital improvement projects; thorough knowledge of the source of engineering and architectural information; demonstrates strong management and

supervisory skills; ability to prioritize, assign and adjust workload of a professional engineering and architectural staff; ability to provide direction to staff for more technical or complex matters; ability to communicate effectively both orally and in writing; ability to establish policies and procedures; ability to monitor staff and consultant performance regarding proper engineering practices; initiative; good judgement; health commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in public or business administration, engineering, architecture or a related area plus six (6) years paid full-time or its part-time equivalent professional experience administering design and construction projects, at least four (4) of which must have involved supervision of professional staff; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Civil, Structural or Mechanical Engineering or Architecture, plus eight (8) years paid full-time experience in the management of design and construction projects, at least five (5) years of which must have involved supervision of a professional staff; OR,
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

**SPECIAL REQUIREMENT:** Possession of a New York State Professional Engineer's or Architect's license or possession of a Professional Engineer's or Architect's license issued by a state having reciprocity with New York State licensure standards, and which license was obtained by written examination.

Where, in order to meet the Professional Engineering or Architect's license requirement, an individual is appointed by using the process of reciprocity, and probationary period is not considered complete until the employee has received the Professional Engineer's or Architect's license issued by the State of New York. The license must be obtained within twelve (12) months of appointment.

**SPECIAL REQUIREMENTS:** Depending on the position duties, candidates for employment with Monroe County Government will be required to pass a pre-employment drug test.

**SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES**

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: April 18, 1991