



# City of Lemon Grove

Invites Applications for:

## **PUBLIC WORKS OPERATIONS & ADMINISTRATION MANAGER**

**\$8,009.83 - \$9,736.00 per month**

---

### **THE POSITION:**

A **Public Works Operations & Administration Manager** provides highly responsible and management support in the planning, analysis, coordination, and conduct of operating programs and activities within the Public Works Department; supervises assigned staff; provides technical support to the City Manager and /or his/her designee; and performs administrative studies and special projects. **There is currently one (1) vacancy in the Public Works Department.**

Primary duties and responsibilities include, but are not limited to: assisting in the development and implementation of goals, objectives, and priorities for the Public Works Department; overseeing assigned Public Works' administrative processes, procedures, programs, and activities; solving emerging operational problems or dynamic concerns (e.g., street, grounds/parks maintenance, sewer, storm drains, traffic signals, vehicle maintenance, construction contracting, facilities, etc.); developing and implementing special management studies, including conducting surveys and performing research and statistical analysis on administrative, budgetary, and/or operational issues; compiling and evaluating results in an informational format with recommendation(s) to Public Works Director; preparing reports, manuals, and correspondence relating to departmental and interdepartmental operations, systems, and procedures; interpreting rules, standards, and procedures; monitoring programs and compiling project status reports for the Public Works Department; administering assigned Public Works programs; coordinating program activity with City departments and divisions; evaluating and implementing strategies to improve operations; monitoring compliance with applicable contracts and/or agreements (e.g., all CUPPA contracts and public bids for the PW Department); representing the City to community groups, outside agencies, and professional organizations as required; and responding to citizen inquiries and requests for information; assisting with budget development and administering assigned budget as required; submitting justifications for staffing levels, equipment and materials; selecting, supervising, training, and evaluating assigned staff; maintaining accurate records and files of Public Works program activities; and performing related duties as assigned.

### **MINIMUM QUALIFICATIONS:**

This position requires an Associate of Arts degree with major course work in public or business administration, engineering or a closely related field; seven (7) years of responsible journey level experience in a mid-management position within a local government environment with at least two (2) years in a supervisory capacity; and a valid Class C California driver's license. A Bachelor's degree is desirable.

The ideal candidate will provide highly responsible and management support in the planning, analysis, coordination, and conduct of operating programs. Additionally, he/she must be able to prepare and present written and oral reports of studies to City staff, and outside agencies and organizations.

### **WORKING CONDITIONS**

Physical Conditions: Incumbents are required to stand or sit for prolonged periods of time; occasionally stop, bend, kneel, crouch, reach, and twist; lift, carry, push, and/or pull light to moderate amounts of weight.

Work Environment: Incumbents are required to work in a standard office environment with extensive public contact and frequent interruptions.

### **CLOSING DATE/APPLICATION PROCEDURE:**

A City application must be filed/submitted to the Human Resources Department at 3232 Main Street, Lemon Grove, CA 91945. **This recruitment is open until filled.** Postmarks are not accepted. Candidates are requested to provide thorough yet concise information on their experience and education, which relates to the position.

City applications will be evaluated and candidates meeting the minimum qualifications will be invited to participate in the selection process, which may consist of a written examination and/or oral interviews to be held in the City of Lemon Grove. A City application is available on the City's Website: [www.lemongrove.ca.gov](http://www.lemongrove.ca.gov).

**Note:** Prospective employees will undergo and must successfully pass, a background reference check (including fingerprinting) and a medical examination, which will include a drug screen. All new employees must verify identity and entitlement to work in the United States by providing documentation required by the Immigration & Control Act of 1986. Additionally, successful applicants may be subject to random drug and alcohol testing in accordance with Federal regulations.

Candidates who require a reasonable accommodation in the selection process are required to submit their request in writing specifying their need(s) with their application materials.

If you have any questions regarding this position, please contact Roberto Hidalgo, Human Resources Manager at [rhidalgo@lemongrove.ca.gov](mailto:rhidalgo@lemongrove.ca.gov) or at 619-825-3848.

07/1/19

The City of Lemon Grove is an EEO/AA/ADA employer.  
The provisions of this bulletin do not constitute an expressed or implied contract and any provision may be modified or revoked without notice.