

- Develop and maintain positive relationships with community leaders, organizations, businesses and staff.
- Coordinate a variety of projects and activities inter-departmentally and with outside agencies.
- Plan, organize, direct and coordinate a variety of functional specialties with overlapping work areas.
- Supervise and direct subordinate professional and support staff.
- Interpret and enforce administrative/operational policies, practices and procedures.
- Analyze and solve problems of a complex nature.
- Maintain departmental and state safety standards.
- Analyze complex technical and administrative information and telecommunications systems problems, evaluate alternative solutions and recommend or adopt effective courses of action.
- Communicate effectively and persuasively in both oral and written format.
- Speak in large and small group settings.
- Prepare and analyze comprehensive reports.
- Conduct staff meetings.
- Exercise sound independent judgment within general policy guidelines.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

LICENSE OR CERTIFICATE / OTHER REQUIREMENTS:

Successful incumbents in this position are expected to operate automotive vehicles in the performance of assigned duties. Due to the nature of the assignment and the hours worked, public transportation may not be a cost effective or efficient method for traveling to the various locations required. Individuals who are appointed to this position will be required to maintain a valid California Driver's License throughout the tenure of employment OR demonstrate the ability to travel to various locations in a timely manner as required in the performance of duties.

Additional relevant licensing or certification may be required based upon project needs or requirements.

CLASS HISTORY:

Established: 08/21/2014 CSB Reso #: 44734