

CLASS SPECIFICATION
Special Districts Division Manager

GENERAL PURPOSE

Under direction from the Public Works Director/City Engineer, organizes, integrates, evaluates and manages the activities and staff of the Special Districts Program within the Special Districts Division of the City's Public Works Department; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This single-position class is responsible for administering the City's Special Districts Program including managing a variety of public works financing agreements including Community Facility Districts, Community Service Areas, and Lighting and Landscape Districts. The incumbent exercises administrative supervision over supervisory and other staff, frequently reviewing work in progress and completed work. Assignments are broad in scope and allow for a high degree of administrative discretion in their execution.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Plans, organizes, controls, manages and evaluates the work of the Special Districts Program; with subordinate supervisors and staff, participates in establishing program plans and initiatives to meet program goals and objectives; establishes program plans, processes, procedures and policies required to achieve program performance results; integrates program functions and responsibilities to achieve optimal efficiency and effectiveness; develops and monitors performance against the annual CSD budget and debt service budget.
2. Plans and evaluates the performance of assigned supervisors and staff; establishes performance requirements and personal development targets; monitors performance and provides coaching for performance improvement and development; takes disciplinary action, up to and including termination, to address performance deficiencies, subject to management concurrence, in accordance with the City's human resources policies and procedures and labor contract provisions.
3. Provides day-to-day leadership and works with supervisors and staff to develop and maintain a high performance, customer service-oriented work environment which supports achieving City objectives and service expectations; provides leadership and participates in programs and activities that promote a positive employee relations environment.
4. Manages, directs, monitors, and evaluates the activities and staff of the Special Districts Program; administers program activities in compliance with federal, state and municipal standards governing community services districts, community facilities districts, and assessment districts.
5. Represents the department to other governmental agencies, developers, consultants, the general public and various City staff to assist in the formation of special financing districts; coordinates

requests for proposal to select the consulting team for special district development; reviews associated bond documents, agreements, resolutions, ordinances, debt service calculations, financial information and staff reports.

6. Analyze and prepare detailed reports on the efficacy, uses, and limitations of various special district mechanisms; prepare assessment estimates and petitions for the formation of assessment districts; coordinate duties and activities of consultants to prepare plans required to bring assessment districts to public hearing.
7. Reviews proposed improvements and develop maintenance programs for special districts; direct field investigations of citizen complaints and request and coordinate activities to address problems; assist in budget preparation and administration for the division.
8. Develop, form, and maintain financing districts, supervise and participate in construction management and contract administration of special districts; inspect project sites to assist in the solution of difficult problems; interpret specifications and City policy and initiate change orders; review construction plans prepared by private engineers; supervise, review, and participate in the preparation of environmental assessments and studies; prepare periodic project status reports and make presentations to a variety of audiences, both inside and outside of the City; initiate and conduct engineering planning studies to identify public works needs.
9. Review and make recommendations on technical reports and studies; participate in the selection and supervision of private professional consultants for the development of studies, reports, plans, and specifications; coordinate bond financing teams.
10. Make presentations at public meetings, public hearings and to the City Council.
12. Perform related duties as assigned; and provide quality customer service.

QUALIFICATIONS

Knowledge of:

1. Practices, policies and procedures of municipal government operations and program management, the principles and practices of public works financing mechanisms, special districts development, formation and administration; modern developments, current literature, and sources of information in assessment engineering
2. Principles, practices and legal requirements of community service districts, community facilities districts, assessment districts, principals and practices of accounting and financial analysis, laws and regulatory codes relevant to design and construction in the area of assignment; Proposition 218 procedures; 1972 Lighting and Landscaping Act; 1913 Act and other applicable municipal financing regulations and laws; and special district assessment procedures.
3. Special district bond documents.
4. Principles, practices and methods of program and organizational analysis.
5. Principles, practices, tools and techniques of program planning and management.
6. Principles and practices of public administration, including purchasing, contracting and maintenance of public records.
7. Principles, practices and methods of budget development and budget management.

8. Principles and practices of sound business communication.
9. Principles and practices of effective management and supervision.
10. City human resources policies and labor contract provisions.

Ability to:

1. Make a variety of complex financial, technical and administrative recommendations regarding special district program functions and activities to achieve program goals and objectives.
2. Identify and analyze complex program, administrative, operational and organizational objectives and issues, evaluate alternatives and reach sound, logical, fact-based conclusions and recommendations.
3. Collect, evaluate and interpret applicable financial data conduct complex financial analyses.
4. Coordinate special district program activities with multiple stakeholders and facilitate compliance with program requirements.
5. Apply sound, creative problem-solving techniques to resolve difficult program issues and problems.
6. Understand, interpret, explain and apply laws, regulations, ordinances and policies applicable to special districts program operations.
7. Understand, interpret and respond to internal and external stakeholder needs and expectations.
8. Prepare clear, concise and comprehensive financial analyses, technical reports, position papers and other documents appropriate to the audience.
9. Present conclusions and recommendations clearly, logically and persuasively to both internal and external program stakeholders.
10. Ensure the maintenance of all required files, records and documentation.
11. Exercise independent judgment and initiative within established guidelines.
12. Exercise tact and diplomacy in dealing with difficult and sensitive issues and situations.

Education, Training and Experience:

A bachelor's degree in engineering, finance, public or business administration or a closely related field; applicable graduate course work and/or a Master's degree are desirable. At least five years of progressively responsible experience in the establishment and maintenance of municipal financing mechanisms, including but not limited to, CFD's, CSA's, and L&L's; and two years of supervisory experience is required.

Licenses; Certificates; Special Requirements:

A valid California driver's license and the ability to maintain insurability under the City's vehicle insurance policy.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to stand and walk. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve complex problems; use math/mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions, and interact with managers, staff, representatives of other public agencies, developers, builders, property and business owners and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions, and the noise level is usually quiet.