



PUBLIC WORKS ADMINISTRATOR

Grade (16a)

Minimum Start Salary: \$65,853 (annualized)

Overview of Position: Under the supervision of the Linn County Board of County Commissioners, this is an exempt position under the FLSA. This administrative position is responsible for the success of the Public Works department of Linn County.

The Public Works Department shall include the following departments:

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|----------------------------------|----------------------------------|
| -Solid Waste/ Sanitation / Sewer | -Office Staff / Transportation / |
| -Noxious Weeds | Elderly |
| -Planning & Zoning / Codes | -Maintenance / Custodian |
| Enforcement | |

Public Works Administrator is responsible for conducting or overseeing departments included in Public Works, including inspections, investigations, coordination, and supervision of personnel, in addition to managing much of the County's purchasing process. This is an exempt position.

Duties will include but not be limited to:

- Work closely with public works road and bridge to develop and maintain necessary forms and filing systems for Public Works Departments.
- Make or oversee all necessary inspections and investigations required as a part of the permitting processes or the complaint processes of any of the Public Works Departments
- Provide all budget information required to support the development and management of budgets for Public Works Departments
- Coordinate all personnel matters relating to employees of the Public Works Departments, including recommendations for hiring and termination
- Work closely with Planning and Zoning director and their Commission, as well as Economic Development Committee, and other Advisory Committees and Boards
- Work closely with County Counselor to initiate, investigate, follow up on, and prosecute nuisance complaints and code violations
- Conduct or oversee County Noxious Weed program
- Meet, work with and advise the Board of County Commissioners in planning, directing and reviewing all functions of the Public Works Departments
- Work closely with road and bridge to respond to and resolve citizen inquiries and complaints
- Coordinate compliance with all applicable Federal, State and other regulations and policies
- Undertake whatever assignments and projects the Board of County Commission may require
- Compile necessary information for grant applications, submit applications in a timely fashion, and manage grant funds and projects.
- Serve as County Purchasing Coordinator, overseeing RFPs, bidding, purchasing and related tasks for Public Works Department and other County Departments as directed by Board of County Commissioners.

REQUIREMENTS

Bachelor's degree in public administration, business management, engineering, or a related field, and

substantial higher level professional experience in public works, utilities, engineering or any combination of experience, education, or training that demonstrates the applicant has the leadership competencies and educational background necessary to fulfill the job requirements.

Employee is subject to a pre-employment drug screening, general physical as well as a pre-work screening. Be able to successfully pass a pre-employment physical exam as well as pre-employment, post-accident, reasonable suspicion, return-to-duty and Random drug and alcohol testing.

A current and valid Kansas driver's license is required for county issued vehicle; If any changes occur, employee must notify Human Resources department. Work duties may require around the clock response and is considered on-call.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand; walk; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and peripheral vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

OTHER REQUIREMENTS

Employee is required to approve other's time and requested time off through the Time and Attendance Software located on county issued computer.

QUALIFICATIONS

Have the ability to deal effectively and cooperatively with councils, commissions, boards, other departments and agencies, and the general public.

Have the ability to effectively communicate both orally and in writing, and be capable of writing clear, concise, and accurate reports, letters, and other communications.

Have the ability to manage schedules, meet deadlines, and handle stressful situations.

Have the ability to operate the office equipment and tools required for the job in indoor or outdoor settings of various weather conditions.

Linn County is committed to the principles of equal employment. We are committed to complying with all Federal, State, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment which is free of harassment, discrimination, or retaliation because of age, race, color, national origin, ancestry, religion, sex, pregnancy, physical or mental disability, genetic information, veteran status, uniformed service-member status, or any other status protected by Federal, State, or local laws.

Unless specifically prohibited by statute or contract, your employment with the Linn County is on an "at-will" basis. This means your employment may be terminated at any time, with or without notice and with or without cause. Likewise, we respect your right to leave the County at any time, with or without notice and with or without cause.