

COUNTY OF MARLBORO JOB POSITION DESCRIPTION

JOB TITLE: Public Services Director
DEPARTMENT: Public Services
REPORTS TO: County Administrator or designee **FLSA STATUS:** Salary Non-Exempt
DATE APPROVED: 07/25/2023 **APPROVED BY:** WAC

I. PURPOSE / SUMMARY:

Marlboro County Government is seeking an experienced professional with proven success in managing multiple functions and/or locations while driving continuous improvement and being an effective change agent. The position is a key leadership role in the overall financial and strategic management of the County. Specifically, the Director plans, directs, manages and oversees the activities, projects, and operations of the Public Services Department including county road maintenance, fleet maintenance, building maintenance, solid waste management, codes enforcement, and airport operations. Responsible for overall County organizational functions related to safety and regulatory compliance, capital project management, information technology, and continuous improvement activities such as the development and monitoring of key performance indicators/metrics for all departments. Coordinates assigned activities with other county departments and outside agencies; and provides highly responsible and complex administrative support to the County Administrator's office.

II. RESPONSIBILITIES:

- 1) Assumes full management responsibility for all Public Service Department services and activities including county road maintenance, fleet maintenance, building maintenance, solid waste management, and codes enforcement (animal control, building codes, solid waste enforcement); recommends and administer policies and procedures.
- 2) Responsible for overall County organizational functions related to safety and regulatory compliance, capital project management, information technology, and continuous improvement activities.
- 3) Prepares annual capital and operating budgets for the department. Forecasts funds needed for staffing, equipment, materials and supplies; approves expenditures and recommends budgetary adjustments as appropriate and necessary. Oversees the day-today financial management of the department.
- 4) Establishes, within county policy and budgets, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
- 5) Selects, trains, motivates and evaluates personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures as needed.
- 6) With the County Administrator, develops and manages key performance indicators and other metrics to monitor performance levels of assigned functions.
- 7) Responds to and resolves citizen inquiries and complaints in a complete, tactful and timely manner.
- 8) Represents the Public Services Department to other county departments, elected officials and outside agencies; coordinates Public Service Department activities with those of other departments, outside agencies and organizations.

- 9) Provides staff assistance to the County Administrator; prepares and presents staff reports and other necessary or assigned correspondence or reports.
- 10) Provides staff support to assigned advisory boards.
- 11) Attends and participates in professional group/association meetings; stays abreast of new trends and innovations in the field of County government.
- 12) With input from County Administrator, advisory boards and affiliated organizations, develops mid and long term strategies for assigned functions.
- 13) Other duties as assigned.

III. SKILLS/EDUCATION/OTHER REQUIREMENTS:

- 1) Proven ability to work cooperatively, diplomatically, and effectively with advisory boards, citizens, and in community relations capacities. Excellent communication skills.
- 2) 7-10 years' experience in preparing and administering complex, multi-departmental budgets. Strong financial management skills.
- 3) Demonstrated experience in analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals. Dedicated to continuous improvement. Analyzes and evaluates new service delivery methods, procedures and techniques.
- 4) Experience in the configuration, implementation and operation of software systems related to maintenance, resource planning and customer service.
- 5) Demonstrated ability to provide strong leadership, vision and strategic direction.
- 6) Excellent planning, time management, and decision-making skills.
- 7) Willingness to work a variable schedule, including weekends and evenings when needed.
- 8) Required Education and Experience
 - Minimum education requires a Bachelor's degree in a related field. Advanced degree preferred.
 - 10 to 15 years of management experience. Mix of private and public sector experience preferred.
 - Formal Safety training (DuPont or similar) and 5+ years of experience in managing a department level safety program
 - Moderate knowledge of MS Office suite software. Expert level experience with management software systems (example: JD Edwards, COGZ, or other proprietary software packages)

IV. CERTIFICATIONS REQUIRED:

- Professional certification in related fields are preferred. Ability to achieve certification required.

V. SUPERVISION:

Supervises or delegates the supervision of all assigned department personnel.

DISCLAIMER

This job description indicates the general nature and level of work expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required and the responsibilities of the position may change.