

Please Ensure That Minimum Requirements Are Met Before Submitting!

JOB TITLE: ASSISTANT DIRECTOR

DEPARTMENT: TRANSPORTATION & DEVELOPMENT

MUST MEET MINIMUM REQUIREMENTS: Bachelor's degree in Civil Engineering, Transportation Engineering, or related field; supplemented by six (6) years of experience implementing transportation and development programs. Must possess and maintain a valid Georgia driver's license. Must be a licensed Professional Engineer.

SALARY: \$74,897 ANNUALLY

DATE POSTED: 07/13/09

NATURE OF WORK: The purpose of this classification is to assist with directing the programs, staff, and resources of Transportation and Development Department. Assists the Department Director with planning and evaluating department programs and services; supervises department division heads who in turn manage assigned program; assesses department operations, accomplishments, and needs; and makes recommendations regarding the department resource allocation, policies, and staffing levels.

SOME OF THE ESSENTIAL JOB DUTIES INCLUDE: Assists the department director with planning, assessing, evaluating, and managing transportation and development programs which include transportation systems development and maintenance, solid waste management, contracts administration, public works projects, airport operations, and residential and commercial developments; supervises department division heads; provides guidance and direction; discusses goals and objective, operational plans, policies, program needs, etc.; and approves standard operating procedures for all divisions of the department; performs a variety of duties associated with supervising staff to include hiring, assigning work ensuring professional development and training, establishing performance standards, evaluating work, and providing guidance, direction, and discipline as necessary; assesses and evaluates department program and operations; identifies operational issues and needs for additional resources; researches best practices, business trends, and related developments; and prepares recommendations for improving department effectiveness, impact, and efficiency; allocates funds and other resources as delegated by the department director; reviews divisions budgets, expenditures, and cost projections; and identifies and implements needs changes in staffing levels; reviews and/or prepares varied reports on department activities, status of projects, and use of resources; processes paperwork, and prepares correspondence; ensures effective communication between division heads, other County personnel; and communicates and coordinates with other local jurisdictions; provides information to and responds to complaints from County citizens, utility companies, customers, contractors, and other interested parties. Performs other related duties as required

Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds). Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

SELECTION PROCEDURE: Selection will be made from a register of eligible applicants that may be established by work experience, education, personal interview, criminal history, credit check, and physical examination.

TO APPLY: Applications will be accepted in the Human Resources, 120 Smith Street, Jonesboro, Georgia until the position is filled.

Clayton County, Georgia, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employers.