

CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

CLASSIFICATION

TITLE: President Board of Public Service

CLASS CODE: 4348

GENERAL DESCRIPTION OF DUTIES:

Incumbents in this classification direct the activities of the City of St. Louis Board of Public Service and the Divisions of Equipment Services and Facilities Management.

DISTINGUISHING CHARACTERISTICS:

This is an advanced-level managerial classification in the Administrative Engineering Series – Adjunct Group job family within the City of St. Louis. Incumbents within this classification perform complex duties with a variety of related tasks. The distinguishing characteristics of this classification within the series include directing the activities of the Board of Public Service and the Divisions of Equipment Services and Facilities Management.

Incumbents work under administrative direction. They are free to plan, direct and organize all phases of work necessary for its completion within broad program guidance. Incumbents generally report to an executive level administrative official.

This is the executive level for this series. Positions in these classes have **primary and major** responsibility for setting broad policies, exercising overall authority for the execution of those policies and managing work units or operations. Incumbents are delegated on a regular and recurring basis full authority to establish comprehensive objectives and strategies for a department and its major subdivisions. This level of work considers all internal and external forces and developments on department strategies and goals, guides the integrated planning for functional activities, and continually reviews both objectives and their implementation for effectiveness.

EXAMPLES OF WORK (Illustrative Only):

(The list of duties is intended to be representative of the duties performed in positions within this classification. It does not include all the duties that may be assigned to a position and is not necessarily descriptive of any one position in this class.)

Plans and advocates the formulation or modification of agency or major work unit administrative and/or program systems and practices to promote equitable management of human, financial, and other resources within the agency.

Facilitates effective work relationships between the agency and other administrative and/or program systems.

Directs implementation of administrative and/or program control systems to obtain the necessary administrative and/or program information and financial data required in the decision-making and planning process.

Controls and coordinates the direction of administrative and/or program functions over a long range planning period to facilitate attainment of program goals; to ensure adherence to administrative directions, State and federal laws and regulations; and to maximize the interaction and delivery of services.

Confers with the agency head, other administrators and divisional managers/directors to discuss and solve agency-wide problems and/or issues that impair the effectiveness and efficiency of programs and organizational operations.

Confers with and advises subordinate agency staff to exchange information on and/or explain administrative and program objectives, policies, procedures, and standards; and to identify the characteristics and impact of work problems and formulate possible solutions.

Evaluates and determines disposition of new and/or revised rules and procedures recommended by agency staff or representatives of other organizations to assess the impact of the proposals on the administrative and/or program systems and to ensure proposals, respond to program needs and comply with State and/or Federal law.

Establishes and enforces procedures consistent with federal, state and local regulations and environmental conditions.

Oversees long-range planning; reviews and sets priorities for capital improvement projects; oversees budgetary requests.

Oversees operation and maintenance of water purification and distribution systems.

Coordinates work with other city agencies.

Directs responses to emergency situations.

Responds to inquiries and complaints from citizens, media personnel, and aldermen.

KNOWLEDGE, SKILLS AND ABILITIES:

Data Utilization:

Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systemize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and overseeing the execution of these decisions.

Human Interaction:

Requires the ability to direct a major organizational unit requiring significant internal and external interaction.

Equipment, Machinery, Tools and Materials Use:

Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as a personal computer, motor vehicle, and/or materials used in performing essential functions.

Verbal Aptitude:

Requires the ability to utilize a variety of reference, descriptive and advisory data and information such as fiscal records, technical operating manuals, press releases, engineering journals, codes and non-routine correspondence.

Mathematical Aptitude:

Requires the ability to perform addition, subtraction, multiplication and division as well as basic to advanced algebraic, geometric and trigonometric operations; ability to utilize principles of basic probability and statistical inference.

Functional Reasoning:

Requires the ability to apply principles of logical or synthesis functions involving planning and directing of interrelated activities or multiple departments. Ability to deal with several concrete and abstract variables in working out approaches to major problems.

Situational Reasoning:

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.

Environmental Factors:

Tasks may risk exposure to adverse environmental conditions, such as fumes, noise extremes, machinery, electric currents, traffic hazards, toxic/poisonous agents or irate individuals.

Physical Requirements:

Requires the ability to lift, carry, push and pull objects and materials of moderate weight, twelve to twenty pounds, such as carrying a laptop computer and reference books/materials.

Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling and crouching in order to inspect contractor's work.

Sensory Requirements:

Requires the ability to recognize and identify degrees of similarities or differences between characteristics of shapes and sounds associated with job-related objects, materials and tasks, such as making presentations at meetings.

The City of St. Louis is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of St. Louis will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.