

MAJOR FUNCTION

This is a responsible managerial, professional and administrative position that directs all operations of Blueprint 2000. This position requires management of a considerable variety and volume of professional work concerned with street construction, storm water drainage and management systems, parks and recreational construction, acquisition of environmentally sensitive lands, and other related projects as identified within the Tallahassee and Leon County Blueprint initiatives. The position reports to the Director of the City/County Planning, Land Management and Community Enhancement (PLACE) Department and considerable independent judgment, discretion, and initiative are exercised in carrying out the daily operations of Blueprint 2000 with efficiency and effectiveness.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Supervises, directs, plans, coordinates, and instructs all divisions and personnel within Blueprint 2000. Manages the planning, design, land acquisition, permitting, scheduling, construction, coordination, contract management and public relations activities for Blueprint 2000 projects and other projects as approved by the intergovernmental agency. Projects may include street construction, stormwater drainage and management systems, parks and recreational construction, acquisition of environmentally sensitive lands, and other related projects. Directs the preparation of the budget; makes procedural and operational recommendations to the director. Inspects work performed within the department and by contractors hired by the department. Coordinates work activities and programs of the department with other city, county, state and federal programs and projects. Investigates and adjusts personnel problems that may arise from time to time. Insures department compliance with Blueprint 2000 policies and applicable federal and state laws. Will assist the director in leveraging sales tax revenues and coordinate applications for external funding, grants, and loans. Prepares reports and correspondence to committees and agencies as required to serve the needs of Blueprint 2000. May hire, transfer, advance, adjust grievances, discipline and discharge employees as delegated by the director. Conducts performance evaluations and approves or denies merit increases.

Other Important Duties

Attends and participates in conferences and meetings of department directors, the City Commission, County Commission, state and federal agencies and other similar agencies. Performs related duties and responsibilities as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Extensive knowledge of modern techniques, methods, procedures, principles, and practices of all phases of public infrastructure projects. Extensive knowledge of personnel, finance, general office and business administration, and the ability to apply them. Extensive knowledge of the use and care of all types of public works and tools, equipment, instruments, materials, and supplies. Thorough knowledge of the principles of supervision, training and performance evaluation. Ability to plan, direct, supervise, coordinate, organize, and inspect public works programs and activities. Ability to prepare written technical reports, estimates, and construction and cost records. Ability to plan, assign, instruct, review, and evaluate work assignments of technical and professional personnel. Ability to address civic organizations or other public or private groups on subjects relative to public infrastructure programs and projects. Ability to establish and maintain effective working relationships with subordinates, superiors, governmental officials, and the general public. Ability to prepare, develop, and present long-range public infrastructure plans and programs. Demonstrates interpersonal facilitation and communication skills. Skill in the use of microcomputers and the programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in civil or construction engineering, urban planning, environmental management, business or public administration or a related field and six years of professional and administrative public works experience that includes project planning; or an equivalent combination of training and experience. Three years of the required experience must have been in a supervisory capacity.

Necessary Special Requirements

Must possess a valid Class E State driver's license at the time of appointment.

An incumbent of this job classification will be required to file a financial disclosure statement with the Supervisor of Elections in their county of residence, in compliance with Florida Statutes, Chapter 112, Part III. Such filing is required within 30 days of placement in a covered position, annually thereafter by no later than July 1 of each year in which they serve in the covered position, and within 60 days of leaving the covered position.

Note: Preference may be given to applicants holding a Florida Professional Engineer registration. Preference may be given to applicants with a master's degree in one of the aforementioned degree areas or public or business administration.

Special Note:

This is a unique position created as the result of the passage of a one-cent sales tax in November 2004. The successful candidate will be the primary person responsible for the construction and implementation of major infrastructure projects until 2019 (the expiration of the current sales tax option). It is undetermined if the sales tax option will be renewed in future years. The successful candidate may join either the Florida State Retirement system through Leon County or the City of Tallahassee's pension and deferred contribution plans.

Established 08-13-11
Revised: 03-19-16