

GRAFFITI ABATEMENT MANAGER

DEFINITION

Under general direction, manages, coordinates and participates in the operation of the graffiti abatement program; and provides highly responsible and complex administrative support to the Department Director.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from a Director or designee. Exercises supervision over assigned staff.

DISTINGUISHING CHARACTERISTICS

The Graffiti Abatement Manager is responsible for providing highly responsible administrative support for a City-wide community program. The incumbent plans, organizes, and manages graffiti abatement activities. This is an unclassified position in which the incumbent serves at the will of the Department Director.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

may include, but are not limited to, the following:

Plans, organizes, and manages the work of assigned personnel engaged in the activities of public property maintenance, graffiti removal, and other special community services.

Coordinates activities with other departments, agencies and organizations.

Analyzes utilization of personnel and equipment and makes appropriate recommendations to the department in an effort to gain full efficiency of operation.

Manages, coordinates, and reviews the work plan for assigned services and activities; assigns work activities and projects; monitors work flow; reviews and evaluate work products, methods, and procedures; meets with staff to identify and resolve problems.

Submits activity summaries and progress reports; manages maintenance of time worked and leave records, and prepares memoranda for council review.

Develops and administers programs for safety and training of assigned personnel.

Prepares budget estimates for the division and controls the expenditures of allotted funds.

Maintains the financial records and prepares the data needed to establish user rates

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operations, services, and activities of a municipal graffiti abatement program.

Principles of supervision, training, and performance evaluation.

Principles and practices of municipal budget preparation and administration.

Pertinent codes, ordinances, laws, and regulations pertaining to graffiti abatement.

Effective public relations practices.

Principles and procedures of record keeping.

Methods and techniques of business correspondence and technical report preparation.

Modern office procedures, methods, and equipment including computers and supporting word processing and spreadsheet applications.

Occupational hazards and standard safety practices.

Geographic features and locations within the area served.

Effective interpersonal communication skills for interaction with elected and appointed officials, employees, agencies, other governmental units, and the public.

Skill to:

Operate modern office equipment including computer equipment.

Safely operate a motor vehicle.

Ability to:

Supervise, train organize, and review the work of assigned staff involved in graffiti abatement.

Recommend and implement goals, objectives, policies, and procedures for providing graffiti abatement services and activities.

Participate in the preparation and administration of assigned budgets.

Plan and organize work to meet changing priorities and deadlines.

Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.

Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.

Collect, organize, and analyze information in order to make appropriate decisions or recommendations.

Respond to inquiries, complaints, and requests for service.

Prepare accurate and detailed documentation of investigation findings.

Maintain complex logs, records, and files.

Research, compile, and collect data.

Prepare clear and concise technical and administrative reports.

Effectively represent the City to outside individuals and agencies to accomplish the goals and objectives of the unit.

Communicate clearly and concisely, both orally and in writing and to speak effectively before groups and employees.

Establish and maintain effective working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS

Education:

Graduation from an accredited college or university with a Bachelor's degree in Public Administration, Business Administration, or related field; and

Experience:

Four (4) years of lead or supervisory experience with a public utilities, public property maintenance, or graffiti abatement. Additional qualifying experience may be substituted for the required education on a year-for-year basis, up to a maximum of two (2) years.

Special Requirements:

Possession and continued maintenance of a valid California Driver's License at time of appointment and during the entire term of employment in this classification.

APPROVED: (Signature on file)
Director of Personnel Services

DATE: 12/12/2019

MR/LD/jl/09/28/92
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Revised: 5/18/2015
Revised: JTC/ejk 12/12/2019