



## Sample Completed Job Design Profile

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Dear Reader:

The following document was created from the MTAS website ([mtas.tennessee.edu](http://www.mtas.tennessee.edu)). This website is maintained daily by MTAS staff and seeks to represent the most current information regarding issues relative to Tennessee municipal government.

We hope this information will be useful to you; reference to it will assist you with many of the questions that will arise in your tenure with municipal government. However, the *Tennessee Code Annotated* and other relevant laws or regulations should always be consulted before any action is taken based upon the contents of this document.

Please feel free to contact us if you have questions or comments regarding this information or any other MTAS website material.

Sincerely,

The University of Tennessee  
Municipal Technical Advisory Service  
1610 University Avenue  
Knoxville, TN 37921-6741  
865-974-0411 phone  
865-974-0423 fax  
[www.mtas.tennessee.edu](http://www.mtas.tennessee.edu)

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# Sample Completed Job Design Profile

**Reference Number:** MTAS-1570

**Position of Public Works Director**  
**JOB DESIGN PROFILE**

**DUTIES and RESPONSIBILITIES**

(Describe the position as you see it. What is the public works director's job?)

Oversees budgetary operations and prepares budgets as required; promulgates regulations to ensure proper organization and use of personnel; plans and directs activities of the public works department; performs administrative activities of the public works department; coordinates formal and on-the-job training programs for recruits and personal development; keeps records and prepares reports, including personnel reports; develops and recommends policy options and alternatives for consideration by the city manager and the city council.

Knowledge of public works operations, including construction, engineering, maintenance, office and business procedures; ability to plan, organize, schedule, coordinate, and direct public works functions, including streets, solid waste, water and sewer utilities, and engineering; knowledge of and experience in the application of management and supervisory principles and practices as applied to municipal government; knowledge of and experience in municipal procedures relating to finance, personnel, purchasing, office operations, risk management and public relations; knowledge of and experience in managing occupational hazards and safety precautions; knowledge of the principles and practices of engineering and construction, particularly as applied to municipal functions; ability to efficiently prepare and maintain thorough and accurate reports and records; ability to establish and maintain effective working relationships with the public, the news media, employees, external agencies and organizations, the city manager, and the city council.

**EDUCATION and EXPERIENCE**

(Indicate the level of education and experience required and desired for each item.)

<b>Degree:</b>	<b>Required</b>	<b>Desired</b>
B.S. Engineering	X	
M.S. Engineering		X
B.A. Public Administration		
M.A. Public Administration		
B.S. Business Administration		
M.B.A. Business Administration		

<b>Experience As Public Works Director</b>	<b>Required</b>	<b>Desire</b>
More than 10 years		X
More than 5 years	X	
More than 1 year		
None		

<b>Experience As An Assistant Director or Division Head</b>	<b>Required</b>	<b>Desired</b>
More than 10 years		
More than 5 years		

Experience As An Assistant Director or Division Head	Required	Desired
More than 1 year		
None		

**OTHER EXPERIENCE:** (Specify) \_\_\_\_\_

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**PROFESSIONAL CHARACTERISTICS**

(Number 1, 2, 3, 4, 5 the five most important professional characteristics that you want the new director to have.)

- Administrative Skills \_\_\_\_\_ 1 \_\_\_\_\_
- Analytical Skills \_\_\_\_\_
- Business Minded \_\_\_\_\_
- Communication Skills \_\_\_\_\_ 5 \_\_\_\_\_
- Cost Conscious \_\_\_\_\_
- Democratic Decision Maker \_\_\_\_\_
- Detailed Oriented \_\_\_\_\_
- Engineering Skills \_\_\_\_\_ 2 \_\_\_\_\_
- Independent Decision Maker \_\_\_\_\_
- Objective \_\_\_\_\_
- Organization Skills \_\_\_\_\_
- People Oriented \_\_\_\_\_
- Planning Skills \_\_\_\_\_ 4 \_\_\_\_\_
- Policy Development Skills \_\_\_\_\_
- Productivity Oriented \_\_\_\_\_
- Public Relations Skills \_\_\_\_\_
- Quality Conscious \_\_\_\_\_ 3 \_\_\_\_\_
- Results Oriented \_\_\_\_\_
- Team Player \_\_\_\_\_
- Technically Oriented \_\_\_\_\_
- Other \_\_\_\_\_

**COMMENT:**

**PERSONAL CHARACTERISTICS**

(Number 1, 2, 3, 4, 5 the five most important personal characteristics that you want the new director to have.)

- Alert \_\_\_\_\_
- Ambitious \_\_\_\_\_
- Assertive \_\_\_\_\_
- Cautious \_\_\_\_\_
- Confident \_\_\_\_\_
- Conservative \_\_\_\_\_
- Considerate \_\_\_\_\_
- Cooperative \_\_\_\_\_ 3 \_\_\_\_\_
- Creative \_\_\_\_\_
- Decisive \_\_\_\_\_
- Deliberate \_\_\_\_\_
- Friendly \_\_\_\_\_
- Flexible \_\_\_\_\_ 5 \_\_\_\_\_
- Forthright \_\_\_\_\_
- Honest \_\_\_\_\_ 1 \_\_\_\_\_
- Humble \_\_\_\_\_
- Innovative \_\_\_\_\_ 4 \_\_\_\_\_
- Intellectual \_\_\_\_\_
- Mature \_\_\_\_\_
- Open \_\_\_\_\_

Other \_\_\_\_\_  
 Outgoing \_\_\_\_\_  
 Patient \_\_\_\_\_  
 Persistent \_\_\_\_\_  
 Practical \_\_\_\_\_  
 Prompt \_\_\_\_\_  
 Reliable \_\_\_\_\_ 2 \_\_\_\_\_  
 Resourceful \_\_\_\_\_  
 Sensitive \_\_\_\_\_  
 Stable \_\_\_\_\_  
 Tactful \_\_\_\_\_  
 Tolerant \_\_\_\_\_  
 Unprejudiced \_\_\_\_\_  
 Versatile \_\_\_\_\_  
 Well Organized \_\_\_\_\_  
 Other \_\_\_\_\_

**COMMENT:**

**CRITICAL JOB TARGETS**

List the five most important challenges or job targets that the new public works director will face. For example, develop a five-year street improvement program, reorganize the department, improve employe productivity, etc.

1. Address high fuel costs and long-range planning for use of new alternative fuels for fleets
2. Street repaving schedule.
3. Reorganize the public works department and hire assistant director.
4. Research and apply for grant funding opportunities for public works.
5. Make plans to relocate the equipment/vehicle storage area to a new facility within the next three years.

**COMMENT:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*DISCLAIMER: The letters and publications written by the MTAS consultants were written based upon the law at the time and/or a specific sets of facts. The laws referenced in the letters and publications may have changed and/or the technical advice provided may not be applicable to your city or circumstances. Always consult with your city attorney or an MTAS consultant before taking any action based on information contained in this website.*

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INSTITUTE for PUBLIC SERVICE