



Sample Completed Job Design Profile

Dear Reader:

The following document was created from the MTAS website ([mtas.tennessee.edu](https://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

Table of Contents

Sample Completed Job Design Profile	3
---	---

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.)

Degree:	Required	Desired
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		

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

Experience As An Assistant Director or Division Head	Required	Desired
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) _____

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.

Source URL (retrieved on 05/25/2020 - 2:04pm): <https://www.mtas.tennessee.edu/reference/sample-completed-job-design-profile>



Municipal Technical Advisory Service
INSTITUTE for PUBLIC SERVICE