

**RESOLUTION NO. CC-2606-040**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF REDONDO BEACH, CALIFORNIA, AMENDING THE OFFICIAL BOOK OF CLASS SPECIFICATIONS TO INCLUDE THE POSITION OF PUBLIC WORKS ADMINISTRATIVE MANAGER**

WHEREAS, pursuant to Sections 2-3.602 and 2-3.603 of Article 6, Chapter 3, Title 2 of the Redondo Beach Municipal Code, the Mayor and City Council of the City of Redondo Beach ("City Council") shall set forth from time to time the Class Titles for job classifications; and,

WHEREAS, pursuant to Section 2- 3.502 of Article 5, Chapter 3, Title 2 of the Redondo Beach Municipal Code, the Mayor and City Council shall set forth from time to time the Specifications for job classifications; and

WHEREAS, it is necessary to amend the Official Book of Class Specifications to reflect such action of the City Council.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF REDONDO BEACH, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. That the Official Book of Classifications is hereby amended, as reflected in the attached Exhibit "A" relating to updating the Class Specification for the position of Public Works Administrative Manager.

SECTION 2. This resolution shall take effect immediately upon its adoption by the City Council.

SECTION 3. The City Clerk shall certify to the passage and adoption of this resolution and shall enter the same in the Book of Original Resolutions.

PASSED, APPROVED AND ADOPTED this 9th day of June, 2026.

\_\_\_\_\_  
James A. Light, Mayor

APPROVED AS TO FORM:

ATTEST:

\_\_\_\_\_  
Joy A. Ford, City Attorney

\_\_\_\_\_  
Eleanor Manzano, CMC, City Clerk

STATE OF CALIFORNIA            )  
COUNTY OF LOS ANGELES        ) ss  
CITY OF REDONDO BEACH         )

I, Eleanor Manzano, City Clerk of the City of Redondo Beach, California, do hereby certify that Resolution No. CC-2606-040 was passed and adopted by the City Council of the City of Redondo Beach, California, at a regular meeting of said City Council held on the 9th day of June, 2026, and thereafter signed and approved by the Mayor and attested by the City Clerk, and that said resolution was adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Eleanor Manzano, CMC  
City Clerk

**EXHIBIT A**

**JOB SPECIFICATION FOR PUBLIC WORKS ADMINISTRATIVE MANAGER**

See attached job specification.

City of Redondo Beach Approved:  
Class Specification Resolution:

## **PUBLIC WORKS ADMINISTRATIVE MANAGER**

### DEFINITION

Under the direction of the Deputy Public Works Director, this position is accountable as a team member of the Public Works Department to achieve results in support of the City's mission, goals, policies and objectives. As a member of the management team, assists the Public Works Director in the administration and management of the Public Works Department; establishes division and program priorities, policies and procedures; manages clerical, technical and professional staff; and provides highly responsible and complex staff assistance to the Public Works Director. Performs work under general instructions, but within established policies and procedures; performs related duties as required to achieve successful results in support of the City's mission, goals, policies and objectives.

### DUTIES, RESPONSIBILITIES AND EXPECTATIONS

The listed tasks are essential for this position and may include, but are not limited to the following:

- Plans, implements, directs, and coordinates the programs and activities of the Public Works Department's Administrative Division.
- Provides initiative as a leader to achieve positive, timely results for the organization.
- Supervises plans, prioritizes, assigns and evaluates the work of personnel.
- Assists in the preparation and administration of the Department budget; reviews, evaluates, develops and coordinates programs, policies and procedures for Department operations.
- Supervises, schedules, plans, trains and coordinates personnel and activities to ensure the safety of the public and outstanding internal and external customer service; ensures the equitable implementation of policies and procedures and performance standards.
- Conducts research on a variety of administrative issues; develops organizational and operational studies, audits and inspections of personnel, programs and equipment.
- Prepares or coordinates the application of grant proposals for various programs and projects; administers grant contract provisions.

- Oversees contract administration and negotiation activities; coordinates contract provisions with staff, vendors, consultants and other groups.
- Develops and prepares staff reports, ordinances, and complex analyses; prepares and presents reports to City Council, community groups and other agencies.
- Attends City Council, Commission, community and Department meetings and represents the Department and City as assigned; makes presentations at Commission and City Council meetings, and speaks at public events.
- May be required to work irregular hours including days, evenings and nights, including weekends and holidays; must be available for call-back and automatic return to work with a reasonable response time during off-duty hours for major emergencies, disasters, critical incidents and as otherwise required.
- Performs duties in conformance with Federal, State, County and City laws and ordinances and takes appropriate action; interprets and applies regulations, policies, procedures and precedents firmly, courteously, tactfully and impartially to achieve successful results in support of the Department's mission, goals and objectives.
- Communicates effectively both orally and in writing.
- Establishes and maintains effective working relationships and works cooperatively with co-workers, other members of the management team, City staff and the community.
- Understands and follows directions; coordinates activities with supervisors, co-workers, other City departments, and government agencies; maintains liaison with community groups.
- Coordinates and develops training programs; instructs, motivates, mentors and develops Department personnel.
- Holds co-workers accountable for doing their jobs and celebrates accomplishments and successes.
- Recommends, implements and maintains discipline and ensures adherence to Public Works Department and City rules and policies through coaching, counseling and mentoring.
- Delivers responsive internal and external customer service while solving problems and proactively creating sustainable solutions to issues.
- Conducts duties, responsibilities, tasks and assignments with a constructive, cooperative, positive, professional attitude and demeanor.

- Exercises tact, self-restraint and good judgment; takes initiative to achieve positive, timely results for the organization with diplomatic skills and ethical conduct; acts with courtesy and independent judgment; provides sound decision making skills and critical thinking to provide professional recommendations, decisions and completed staff work.
- Supports the City's mission, goals, policies and objectives; delivers outstanding internal and external customer service; solve problems and communicate effectively with the public and fellow employees.
- Supports the City's corporate values of: openness and honesty; integrity and ethics; accountability; outstanding customer service; teamwork; excellence; and fiscal and environmental responsibility.
- Provides effective leadership to accomplish the administrative objectives of the City Manager and the policy goals of the City Council.
- Conducts regular performance evaluations of personnel, giving frequent and specific feedback about personnel performance; holding employee accountable for doing their jobs and celebrating accomplishments and successes.
- Performs other related duties as assigned.

## CLASSIFICATION

The position is exempt from coverage under the Fair Labor Standards Act and the employee is a member of the Classified Service.

## QUALIFICATIONS

The position requires knowledge of leadership, management practices, techniques and methods to accomplish the goals and objectives of the City Council by directing the right combination of people, resources, processes and time to successfully achieve results.

The position requires graduation from an accredited college or university with a bachelor's degree in public administration, business administration or a related field. A master's degree in a relevant field is highly desirable. Additional occupationally related experience may be substituted for education on a year-for-year basis up to four (4) years.

The position requires at least three years of experience in a supervisory capacity. Relevant knowledge and experience in some or all of the following areas is desirable: prior experience with a public maintenance agency; skills and experience dealing with people, negotiations, finance, budgets, contract administration, goal setting, technology, communications and human resources; applicable Federal, State and local laws, codes and regulations; organizational development and training; and communications.

The position requires computer literacy with knowledge in the use of Microsoft Office and other specific task computer based tools; the ability to communicate using email programs; working knowledge of website and webpage design and content updates, and an understanding of and adherence to City policies for information technology.

The position's expected competencies are sound decision-making skills; critical-thinking ability; problem solving and innovation skills; drive for results; analytic skills; interpersonal, customer service and diplomatic skills; ethical conduct; and proven top performances.

The position requires meeting the physical employment standards for the position.

Job description statements describe the general nature and levels of work performed by employees and are not intended as an exhaustive list of all responsibilities, duties and skills required.