

PUBLIC WORKS ADMINISTRATIVE AND PROJECT MANAGER

DEFINITION

To provide responsible professional, administrative, and technical assistance in the development and implementation of Public Works Department programs and projects; to plan and organize administrative services in the Public Works Department; to perform project management duties including preparing and managing budgets; and to assist in Public Works Department management functions.

DISTINGUISHING CHARACTERISTICS

Employees perform administrative and analytical support on Public Works Department initiatives, manage projects, and serve as liaison between the Public Works Department and other agencies. Employees are generally expected to perform the full range of duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Public Works Director/City Engineer.

Exercises direct supervision over professional, technical, and administrative support personnel as assigned.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Manage the City's Capital Improvement Program, 5-year Capital Improvement budget and other special projects as assigned.

Manage the preparation of the Public Works Department's annual budget; monitor and track expenditures; perform revenue forecasting and fee analysis.

Prepare and maintain the budgets for the Public Works Department; coordinate with department staff on annual budget preparation; perform financial reconciliation; work closely with the Finance Department to provide necessary budget data; maintain budget information in financial enterprise applications.

Interact with Caltrans and Sonoma County to coordinate transportation projects; manage federal and state grants in accordance with applicable procedures and regulations; coordinate environmental compliance on capital projects.

Serve as the City's Single Point of Contact (SPOC) for federal and/or state funded transportation projects.

Serve as the City's representative for the Sonoma County Transportation Authority Technical Advisory Committee and for other committees as assigned.

Coordinate and support the Public Works Director on general liability program administration; review contract language regarding insurance, indemnification, hold harmless provisions, requirements for endorsements, and subrogation; review certificates of insurance for adequacy.

Coordinate the receipt of improvement plans, final maps, lot line adjustments, parcel splits and other land development applications for City Engineer review; communicate with developers and other City departments regarding status of applications; ensure timely recordation of land development documents.

Confer with City staff regarding assigned areas of responsibility; represent the City in meetings with vendors, contractors, public agencies and other public and private organizations.

Review and process capital project payment requests for contractors and consultants; check compliance with State labor regulations; coordinate with project managers and inspectors to ensure proper payment quantities; and manage the payment process for timeliness.

Assist the Public Works Director to negotiate public easements, leases, and agreements for City projects and City property.

Prepare and review a variety of correspondence and reports; prepare and coordinate departmental staff reports, resolutions, and ordinances for the City Council Agenda.

Participate in the development of short and long range planning documents to meet City objectives; ensure compliance with CEQA/NEPA environmental planning regulations for Public Works projects.

Perform research on grants to help fund City capital projects; write grant proposals and follow up with additional information to maximize competitive opportunity.

Oversee procurement and management of contracts related to the upkeep, equipping and operation of the corporation yard, building maintenance, vehicles and related equipment consistent with City ordinances, policies and procedures in coordination with the Finance Department.

Oversee and participate in purchasing activities for the City; prepare specifications and requests for proposal; analyze formal and informal bids and recommend awards; approve purchase orders and follow up to ensure delivery of appropriate supplies, materials and equipment.

Develop, revise, interpret and enforce divisional policies and procedures; devise systems and methods to accomplish the work and monitor the results pertaining to the processing of

vehicle and equipment purchase requests, acquisition, assignment, usage, operation, repair, preventative maintenance, fueling and replacement of City vehicles.

Enforce City Municipal Code provisions under the purview of the Public Works Department, writing enforcement letters, and following up with interpersonal communication to seek compliance; administer penalties as appropriate.

Prepare personnel documents and oversee the maintenance of personnel records for the Public Works Department; coordinate personnel interviews and participate in selections.

Provide a lead staff role at various City Committees or Commissions, coordinating attendance, developing and noticing agendas, taking minutes, and following up on staff action items.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of governmental organization and administration.

Budget management and governmental accounting principles.

Operational methods and procedures involved in procurement for a public agency.

Contract administration and bid preparation.

Methods and techniques of organizational planning and analysis.

Grant sources, grant funding methodology and requirements, grant administration principles and practices.

Principles of efficient and effective program and project management.

Principles and practices of records management.

Risk management standards and practices including insurance requirements and indemnifications.

Contract oversight requirements for general and public works projects.

Principals and practices of leadership, motivation, team building, and conflict resolution.

Principles and practices of supervision, training, and personnel management.

Techniques and principals of effective interpersonal communication.

Pertinent local, state and federal laws, codes, ordinances, City functions, policies, rules and regulations.

Ability to:

Assist in the overall management of the Public Works Department.

Manage complex projects, manage contracts, develop and track budgets, make public presentations, and manage meetings effectively.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

Supervise, train, and evaluate personnel.

Develop and implement operational programs; plan financial and staffing needs.

Develop sound fiscal strategies that anticipate problems and propose solutions.

Understand procurement methods and procedures of a centralized purchasing function including buying, quality assurance, contract administration and contract law.

Prepare comprehensive reports and correspondence.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

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

Foster an environment that embraces diversity, integrity, trust, and respect.

Communicate clearly and concisely, both orally and in writing.

Be an integral team player, which involves flexibility, cooperation, and communication.

Preserve confidentiality of sensitive material encountered as part of work assignments.

On a continuous basis sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Three years of professional level experience in public administration and project management.

Training:

Equivalent to the completion of a Bachelor's degree from an accredited college or university with major coursework in business, public administration, accounting, engineering, planning, or a related field.

License and Certificate

Possession of, or ability to obtain, a valid California driver's license.