



## **JOB DESCRIPTION**

### **PUBLIC WORKS PROJECT ANALYST**

#### **DEFINITION**

Under general supervision of the Director of Public Works/City Engineer, to assist in the planning, organizing, and coordination of a variety of Public Works projects; perform various complex administrative work, and perform related work as required.

**EXAMPLES OF DUTIES:** (These examples are intended only as illustrations of the various types of work performed. The examples of work performed are neither restricted to nor all-encompassing of the duties to be performed under this job title.) (E=Essential Duty; M=Major Portion of Time)

- As assigned, undertake and carry forward a variety of projects requiring independent judgment and initiative. (E,M)
- Assist in the planning, organizing, and coordination of a variety of Public Works projects including capital improvement projects. (E,M)
- Assist in the preparation of bid documents, contract documents and correspondence. (E)
- Plan, organize, and manage the bid/proposal evaluation process for professional service firms and contractors. (E)
- Provide coordination to consultants and professional service firms. (E)
- Prepare statistical and financial data for staff reports, studies, and analyses; maintain computerized records for various divisions. (E)
- Respond to requests for information; provide assistance to contractors, outside engineers, and the public; Respond to citizen complaints and questions. (E,M)
- Coordinate public works activities with other departments and outside agencies. (E,M)
- Prepare and assist in the presentation of reports related to Public Works projects to City Council. (E)
- Participates in the development of new and improved policies and procedures, fees, ordinances, and regulations.
- Interpret, explain, and apply policies, procedures, and standards regarding Public Works projects.
- Attend meetings as required, during and after regular business hours. (E)
- Prepare presentations for education of community and other agencies.
- Gather and compile a variety of data; compose memoranda; prepare and submit technical documents and reports for internal use and for use by regulatory agencies. (E,M)
- Coordinate and lead the activities to search, apply for, and implement grants that support programs and capital improvements for Public Works; Prepare grant applications, monitor and perform grant reporting, and coordinate with various granting agencies. (E)
- Assist with the oversight of project consultants/contractors and attend meetings at various sites. (E)
- Operate a computer system to produce a variety of reports, agendas, meeting minutes, correspondence, and bid specifications, requests for proposals, public notices, records and similar material from drafts, dictating equipment, and clean copy. (E, M)
- Make arrangements for meetings; Take and transcribe meeting minutes, as necessary. (E)
- Assist in preparing budgets and reports by gathering and summarizing information from a variety of sources. (E)
- Receive visitors and telephone inquiries, directing the public and others, and furnishing desired information whenever possible. (M)
- Establish and maintain project and confidential files. (E,M)
- Operate office machinery with efficiency.
- Maintain records in such a manner so as to adhere to legal timeframes.
- Ability to work flexible hours, as needed.
- Assist various departments and perform other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Municipal public works practices, including project planning, development, design, and construction, and the maintenance of public improvements.
- Knowledge of grant application process and writing.
- Knowledge of various grant programs available to city government.
- Standard office clerical procedures, with emphasis on correct English grammar and spelling.
- Use of computer system and other office equipment.
- Standard formats for reports, records, agendas and minutes, and correspondence.

### **Ability to:**

- Work under pressure to meet established deadlines.
- Read, interpret, and apply laws, rules, and regulations.
- Plan, prioritize and coordinate multiple projects
- Type 50 net words per minute from clear copy. **(Certificate required at time of application)**
- Have shorthand, speedwriting, or sufficient typing speed capable of recording action minutes of meetings.
- Perform responsible and difficult administrative office work.
- Prepare correspondence; Edit and proofread administrative reports
- Operate office equipment with efficiency..
- Organize and maintain files.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Operate a computer system for a major portion of the work day.
- Serve as backup to the administrative secretary.
- Sit for long periods of time, possibly up to 5 hours.
- Work flexible work hours.

### **Experience and Education:**

Any combination of education and experience equivalent to graduation from high school with four years of increasingly responsible administrative office experience of sufficient scope that demonstrates an effective working knowledge of Public Works projects and processes, municipal water and wastewater operations, and project coordination. Computer experience required; Microsoft Office and accounting software familiarity preferred.

### **Necessary Special Requirements:**

- Possession of a valid Class C California Driver's License.
- **Recent (dated within one year from the receipt date of application) and official certificate showing typing proficiency at a minimum of 50 net words per minute.**
- Notary Public, or ability to become a Notary Public within one year of employment.

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