

Job Description

Public Works Project Coordinator P/T-Contract

Grade = NB111

NATURE OF WORK:

Performs responsible administrative work involving coordinating department's administrative and communications activities to include financial, administrative, public outreach and personnel functions to ensure compliance with City Policies & Procedures. Responsible for the development and implementation of internal/external marketing and promotional campaigns, through a variety of methods to inform the public and targeted populations about programs and services offered by the Public Works Department. Performs as Project Manager and coordinator of various assigned projects within the City to include all divisions within the Public Works Department. Interfaces with other departments, outside agencies, and the public sector as the representative of the department in order to increase effectiveness and keep others informed of Public Works developments. Work is performed under general supervision of the City Engineer and performance is reviewed through conference reports submitted and evaluation of results obtained.

MINIMUM QUALIFICATIONS:

Bachelor's degree in Public Administration, Management or Finance with two (2) to three (3) years experience in an administrative capacity within a public works setting; or an equivalent combination of education, training and experience. Prefer administrative experience in public sector.

EXAMPLES OF WORK PERFORMED:

Note: The listed duties are only illustrative and are not intended to describe every function that may be performed by this job class. The omission of specific statements does not preclude management from assigning specific duties not listed if such duties are a logical assignment to the position.

Coordinates bureau's financial activities with OMB and Accounting to include tracking revenue, expenditures and input into Capital Improvement Projects.

Manages and coordinates public outreach campaigns to support public works projects and initiatives.

Manages multiple marketing initiatives, interacts with a wide range of organizations and constituents to educate and build awareness of the department's mission.

Acts as bureau coordinator with residents and property owners on public works issues.

Researches and drafts items to be brought before City Council.

Organizes and coordinates special reports for the Director, Deputy Director and City Engineer of Public Works, Chief Administrative Officer and City Council.

Coordinates and verifies \$10 million operating budget and quarterly reports for all programs within the bureau. Analyzes effectiveness of organization, cost control, interaction with other agencies and general public on special studies.

Handles all routine administrative functions to include disciplinary actions, requests for information, and personnel matters as required.

Attends meetings as representative of the City Engineer.

Receives complaints from the general public of various natures, investigates, proposes solution and makes a recommendation for implementation.

Performs other duties as assigned work

