



**Public Works Analyst**

Department:	<b>Public Works</b>	Revised Date: 09/12/12	<b>September 2012</b>
-------------	---------------------	------------------------	-----------------------

**GENERAL PURPOSE:** Under the general supervision of the Public Works Director, performs a variety of administrative and technical duties providing support to the Public Works Department; performs research to identify and track funding opportunities, prepares a wide range of grant applications and proposals including completion of background research on project needs, description, and fit with funding guidelines ensures compliance with reporting requirements funding agencies; prepares reports and presentations for Council and other meetings; monitors department operational and capital project budgets; works with the Finance Department to ensure that revenues and expenditures are properly accounted for and that invoices and progress payments for material and work are paid; acts as liaison with the public and contractors providing up to date information regarding bids, CIP projects, billings, work orders; project progress and timelines, on-line auctioning of Town property, and performs other related duties as necessary.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position specific duties.*

- Assist Public Works staff with capital projects including preparation of technical specifications, development of project timelines; addendum; change orders; periodic pay estimates; project files; or any other task associated with project administration. Prepares contract documents including specifications, cost estimates, labor utilization, schedules and budgets for various public works projects.
- Prepare staff reports and presentations for Town Council and other meetings, attends Council meetings, conferences, seminars, and community functions as directed.
- Develops monitors and manages the budgets of the Public Works Department including operational budgets, capital improvement budgets, provides monthly budget updates to division managers and assists the managers in overseeing their budgets.
- Works with division managers to ensure that purchasing procedures are understood and followed.
- Selects, supervises and evaluates the performance of the Public Works Administrative Assistant position; provides for staff training and development opportunities; implements disciplinary and termination processes as necessary.
- Review grants and funding literature from local, state, federal and national foundations to identify resource availability; prepare grant applications and grant administration activities in partnership with other governmental agencies.
- Organize, write, and coordinate written applications and supporting materials (such as site plans, letters of support, project budgets, etc.) in response to requests for proposal, and grant opportunities; coordinate the work of others who may assist in the application process.

## **Job Description**

- Monitor Public Works activities to ensure adherence to grant timelines and budgets; coordinate and/or submit requests for extensions and amendments as necessary.
- Responds to council, citizen, and staff questions, concerns, complaints, and requests for information regarding streets, drainage, and facilities; prepares work orders and reports on the status of action taken on the issue.
- Utilize the public on-line auction to sell surplus Town/public property.
- Performs general administrative work including preparing reports and correspondence, conducting and attending meetings, reviewing mail and literature, ordering supplies and equipment, copying and filing documents, entering and retrieving computer data, answering the telephone, and other duties as required.

### **MANAGERIAL RESPONSIBILITIES:**

This Position supervises the Public Works Administrative Assistant and other staff as assigned.

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

An Associate's degree or equivalent in accounting, business, public administration, economics or a related field, with a minimum of five years of progressively responsible experience in public administration and/or construction administration; municipal and/or private sector budgeting, accounting, and finance methods; grant funding research and administration. Related experience may be considered as a substitute for educational requirements

#### **Required Licenses or Certifications:**

- Must possess State of Arizona Driver's license.
- Incumbent may be required to obtain specific technical certifications.

#### **Required Knowledge of:**

- Town policies and procedures.
- Applicable Federal, State and local laws, ordinances, rules, regulations and policies.
- Principles of municipal and private sector budgeting, accounting, and finance methods;
- Principles and practices of grant writing, administration, and accounting.
- Standards for accounting for financial transactions and preparation of financial reports.

#### **Required Skill in:**

- Perform required mathematical computations with accuracy.
- Interpret, analyze and apply pertinent federal, state and local laws, rules and regulations.
- Work safely and promote a safe working environment.
- Use a personal computer, accounting applications, data, scheduling, and project management software.
- Prepare clear, concise and competent reports, correspondence and other written materials.
- Effectively and clearly communicate orally and in writing with staff, members of the public, commissions, contractors, and the Council.
- Develop and maintain effective working relationships with staff, Commission members, residents, contractors, and Council members.
- Ability to organize, analyze, and manage large amounts of data and records.

## **Job Description**

### **Physical Demands / Work Environment:**

- Constant sitting in office chair, keyboarding and visual contact with computer terminal; frequent walking, standing, writing, bending, and reaching; occasional lifting of items weighing less than 30 pounds, reaching and lifting above shoulders, carrying boxes of materials from one building to another, driving motor vehicle, climbing flights of stairs.