



## **CITY OF WEBSTER CITY JOB BAND DESCRIPTION**

**POSITION:** Public Works Management Assistant

**JOB – BAND CLASSIFICATION:** Senior Administrative Support/Supervisor

**Definition:**

To provide a wide variety of highly responsible analytical, technical, and management support functions for various programs, special projects, and activities in the Public Works Department including: assist with coordination and preparation of studies and reports; assist with planning and oversight of assigned programs and special projects; and assist with short- and long-range planning of the Electric, Sewer, Street, and Water Departments. Provides upper-level support to the Public Works Director, Electric Supervisor, Water and Wastewater Supervisor, and Street Supervisor.

**Essential Functions:**

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer.

***Essential duties and responsibilities may include, but are not limited to the following:***

- Assist with and participates in the development and implementation of project objectives and schedules to insure timely completion and cost control;
- Participates in regular reviews of on-going departmental projects and operations regarding their timely completion, budget control, and coordination with departmental or municipal operations;
- Assists with and coordinates the activities of various agencies and departments involved with major capital projects;
- Prepares proposals for grant applications and other special funding resources for capital projects and studies;
- Insures the appropriate and timely reporting of statistics, inspections, regulatory compliance, studies, and other documentation as required;
- Acts as FEMA reporting and reimbursement coordinator.
- Acts as a liaison between departments, contractors, consultants and engineers on capital projects and departmental operations;
- Coordinates community outreach messages related to project schedules, construction and information needs of the department;
- Assists with preparation of capital budget requests;

- Assists with preparation of staff memos and various reports for the Public Works Director, City Manager's Office and City Council;
- Typical assignments will include but not be limited to: creating presentation-grade project proposals, correspondence associated with projects, teaming with managers and leaders in the administrative aspects of projects through all phases. Tasks will involve regular use of Word, Excel, and PowerPoint.

***Additional duties include:***

- Assists the project managers and teams in the creation and execution of project plans and documents to meet business, technical and legal requirements for assigned projects.
- Assists with the development of presentation materials in support of project proposals. This will include review of presentation handouts, PowerPoint, and similar communication pieces.
- Sets up, organizes, and maintains project files and coordinates document control work.
- Works collaboratively within teams. Attends project meetings and may be responsible for taking notes/minutes and maintaining action item lists.
- Sets up and organizes on-site and off-site project meetings, including room set-up, printed handouts, photocopies, exhibits, refreshments, snacks, meals, etc.
- Assists staff in the preparation of letters/memos and spreadsheets, and the maintenance of databases, and the preparation of contracts and invoices.
- Responsible for managing all project documentation such as: designs, drawings, vendor and consultant submittals, manuals, correspondence, contracts, and invoices to acceptable standards.
- Prepares communication materials and documents that are organized and aesthetically pleasing.
- Ensures department purchases comply with federal, state and local purchasing and procurement policies.
- Ability to, under guidance by the Public Works Director, organize, compile and prepare the capital improvement plan request for final submittal to the Finance Department.
- Helps manage the tracking of projects, including providing assistance with project updates and project budget reports.
- Works with managers and leaders to ensure clear communication of issues and concerns to the project team.
- Helps to ensure deliverables, including reports conform to policy and quality standards.
- Will work on various special projects as assigned under general direction of management.
- Attend job meetings and scheduling sessions with the engineers and contractors as needed.
- Maintain confidentiality of work-related issues and City information.
- Required to report to assigned worksite as scheduled.
- Performs other duties as assigned.

While these areas are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as a part of their role with the City.

**Supervision Exercised:**

None

**Required Competencies:**

*Includes, but is not limited to, the following:*

- Ability to work independently with limited supervision.
- Ability to assist in the study, coordination, and implementation of capital projects. This work involves extensive coordination with a broad range of County and municipal officials, residents, contractors, engineers, and consultants.
- Ability to plan and complete projects in a timely manner with minimal disruption. Supervision is not normally a responsibility of this position although it may be exercised on a project basis. Does related work as required.
- Ability to work as a team member providing support the Public Works Department supervisors by researching and analyzing findings. Establish and maintain effective working relationships with fellow employees, supervisors, directors and the general public.
- Ability to coordinate community outreach programs to meet information needs of the department.
- Ability to monitor, process, review, and evaluate federal and state legislation information and provide update to the Public Works Department supervisors.
- Knowledge of and ability to communicate financial and technical information, both orally and in writing and must have internet and computer proficiency. The employee also must be able to comprehend and apply state and federal laws, rules, practices, and procedures; research and assist in the development of strategies that advance public and consumer interest; provide advice, answer questions, and advise the department heads on data; and make objective recommendations.

**Education, Experience and Technical Skills Required:**

High school diploma or equivalent. Post-high school education or a two-year degree with an emphasis on business, administrative or paralegal studies is a plus. Specialized knowledge is required, and is normally gained through a minimum of three to five years of transferable work experience and/or advanced education.

**Physical and Environmental Requirements:**

Ability to sit for extended periods of time. Strength to push, pull, or lift up to 50 lbs. Eyesight sufficient to distinguish colors. Hearing sufficient to hear verbal and phone conversations. Reading and writing skills sufficient to complete essential functions of position. Ability to work alone as well as in a group.

**FLSA/Wage Hour Status:** Non-Exempt