

CITY OF TAFT

CLASS TITLE: PUBLIC WORKS ADMINISTRATIVE AND OPERATIONS COORDINATOR

Salary Range 49.8

BASIC FUNCTION:

\$2164.50-\$2630.97 Bi-Weekly

This classification is responsible for providing a wide variety of difficult and specialized technical and functional assistance and program coordination for the City Manager/Director of Public Works. This position provides information and assistance to the public as well acting as a liaison between the City of Taft and other agencies. The incumbent is expected to understand and correctly apply appropriate rules, procedures and guidelines. This position may exercise technical and functional supervision over personnel and assist in highly technical projects including performing variety of administrative, financial and budgetary duties; monitoring and evaluating programs and/or projects; conducting research; gathering, and interpreting data and preparing reports; and performs a variety of other duties as assigned.

REPORTS TO:

City Manager/Public Works Director.

SUPERVISES:

Provides oversight and lead direction as assigned

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

Duties may include, but are not limited to, the following:

- Responsible to coordinate the administrative and operations functions of the Public Works Department.
- Confers and coordinates with representatives of other local, State and Federal agencies.
- Coordinate with Kern Sanitation District and Regional Water Board regarding operations and compliance.
- Coordinate community clean-up events as well as hazardous response with allied agencies.
- Coordinate and ensure compliance with County Waste Management and Cal Recycle.
- Ensure proper permitting and reporting with Environmental Health agencies.
- Coordinate with Department of Fish and Wildlife for streambed permits and project compliance.
- Attend TTAC meetings and coordinate with KernCog and other agencies on transportation projects
- Monitor and evaluate program/projects for accuracy and compliance.
- Work with movie producers, issue film permits and ensure appropriate staffing.
- Coordinate with engineers, contractors and consultants regarding street, sewer and wastewater treatment projects and repairs, bids and public hearings.
- Develop and place legal notices for public hearing and project bids in newspapers and other media.
- Collect, verify, organize and input data from a variety of sources. Analyze and interpret collected data providing analyses as needed or required.
- Research a variety of informational materials from internal and external sources; compile the information into an appropriate format for review.

- May act as confidential secretary including composing correspondence, greeting visitors and answering telephone inquiries, ordering office supplies, and coordinating travel arrangements.
- Respond to inquiries from other departments, organizations, public agencies, and the general public.
- Draft, prepare, proofread a variety of finished documents such as letters, memoranda or reports from brief instructions, or draft materials; review finished materials for completeness, accuracy, and format.
- Prepare and maintain information, reports, records and spreadsheets.
- Develop preliminary data and assist in the preparation of the City and departmental budgets.
- Receive, review, compile and enter information into spreadsheets and review for accuracy.
- Provide information to citizens and prospective businesses and resolves complaints
- Process and maintains files and permits.
- Contacts vendors to place orders and resolve discrepancies concerning invoices.
- Monitors expenditures and revenues, and assists in determining monetary requirements.
- Monitor, reconcile and post to accounts, maintain logs, files and records and prepare requisitions.
- Accepts and processes applications for public usage of City ground and facilities.
- Assists the community, the department, and civic leaders with meetings and events.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Office procedures and practices and word processing, spreadsheet, and software applications
- Financial record keeping, sub-professional accounting, bookkeeping and fiscal procedures.
- Principals, practices, procedures, terminology, laws, rules, and regulations pertaining to the program/projects area to which assigned.
- Methods and techniques of research, data collection and processing of information.
- Filing and inventory systems, letter and report writing.

Ability to:

- Organize work, collect data, set priorities, and meet critical deadlines.
- Interpret and apply City, State and Federal policies and procedures.
- Analyze, problem solve and develop solutions.
- Research and organize information from various sources.
- Take initiative, use sound judgment and work independently.
- Use tact, be flexible, adapt to changing conditions and work well as a team member.
- Compose and format business correspondence including letters, reports and related documents.
- Prepare and input statistical data into tables and charts.

Public Works Administrative and Operations Coordinator – Cont'd

- Establish and maintain effective working relationships at all organizational levels with other agencies and the public.
- Perform a wide variety of difficult and responsible, technical, clerical and office support.
- Communicate clearly and concisely, both orally and in writing.
- Independently set up and maintain records and complex files.
- Assemble data and preparing reports.
- Use proper English, grammar, punctuation, and spelling.
- Prioritize work and perform multiple tasks while handling interruptions efficiently and effectively.
- Maintain confidentiality as required.

DESIRED MINIMUM QUALIFICATIONS:

Any combination of experience and education that would be likely to provide the required knowledge, skills, and abilities could be qualifying, as determined by the City. A typical way would be:

Education:

Equivalent to graduation from high school, supplemented by college level courses in business administration, finance, real estate, economics, accounting, planning, or a related field. An associate of arts or science degree in a related field is desirable and may substitute for twelve (12) months of the required experience.

Experience:

Three (3) years of progressively responsible public works program experience preferably including experience providing high level administrative and/or operations support in a municipal government setting.

Certificates/Licenses:

Possess and maintain a valid California driver's license.

TOOLS AND EQUIPMENT USED

Desktop computers and software including word processing and spreadsheet applications; calculator; phone; and copy and fax machine; postage machine; and 10-key calculator.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands and Work Environment:

While performing the duties of this job, the employee is regularly required to sit, use the computer keyboard and mouse, use hands to finger, handle, or feel, reach with hands and arms, talk or hear, stand, walk, and stoop, or crouch. Occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Requires the ability to work in an office environment where the noise level is usually moderate.