

City and Borough Sitka, Alaska

Class Specification

Class Title	Contract Coordinator (Public Works)
Class Code Number	1029
FLSA Designation	Non-Exempt
Pay Grade and Range	28
Effective Date	September 2010

General Statement of Duties

Coordinates, monitors and reviews professional services contracts, construction contracts and other services agreements for the City and Borough. Provides supervisory level administrative support to the Director of Public Works.

Distinguishing Features of the Class

The principal function of an employee in this class is to coordinate, monitor, and review professional services agreements, construction contracts and other service agreements. The work is performed under the direct supervision of the Public Works Director but considerable leeway is granted for the exercise of independent judgment and initiative. Supervision is exercised over the work of employee(s) in the class of Executive Assistant/Office Coordinator. An employee in this class performs the duties of other employees in the Public Works Department or related departments as required or as assigned by supervisory personnel. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other Department and City employees, outside contractors and the public. The principal duties of this class are performed in a general office environment.

Examples of Essential Work (Illustrative Only)

- Prepares bid documents assuring compliance with city, state and federal regulations;
- Prepares contract documents, tracks contractor submittals, prepares pay requests and change orders and correlates project expenditures with the Finance Department;
- Prepares Public Works Administration annual operating budget;
- Prepares and types correspondence, memorandums, reports and related materials for the Public Works Director and other related personnel as necessary and requested;
- Distributes official Public Works documents to all appropriate/affected departments;
- Processes work orders for Water/Wastewater, Public Works and Engineering Sections/Department(s), including assigning accounts and project numbers and calculating all labor, material, inventory and equipment;
- Processes billing requests and bills appropriate charges;
- Processes time sheets for appropriate sections/department(s), including structuring projects for accounting and assigning appropriate accounting codes;

- Processes purchase orders for the Public Works Department, including generating material receipts, establishing vendors and implementing an accounting system;
- Provides Notary services to the Department and the public;
- Greets visitors to the department, dispenses information as requested, refers visitors to appropriate personnel, answers questions, hears complaints, takes actions to resolve problems and represents the Public Works Department in a courteous and professional manner;
- Supervises, trains, oversees and evaluates the performance of the Executive Assistant/Office Coordinator;
- Oversees Vehicle and equipment accounts for the City and Borough, including assigning vehicle/equipment numbers, ensuring vehicles are licensed and registered, processing computerized accounting data files, maintaining accurate records of vehicles and charge out rates, serial numbers, road ready costs and titles;
- Processes vehicle and surplus equipment sale bids;
- Maintains key inventory and check out procedures for all City and Borough offices, buildings and vehicles;
- Establishes and maintains departmental files, including maintaining security over confidential matters and files and distributing such material only to appropriate sources;
- Monitors janitorial Contracts for the City as requested by the Public Works Director;
- Coordinates travel schedules for appropriate Public Works administrative personnel;
- Performs special projects as requested by the Public Works Director;
- Maintains assigned department inventories and orders office supplies as necessary;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Responsible for fulfilling the role of Disadvantage Business Enterprise (DBE) Liaison Officer for the City and Borough. In this capacity, the Contractor Coordinator is responsible for implementing all aspects and requirements outlined in the City and Borough's approved DBE Program, in accordance with regulations of the U.S. Department of Transportation 49 CFR, Part 26. Specific responsibilities and duties of the DBE Liaison Officer are listed in the DBE Program.
- Performs other related duties as assigned.

Required Knowledge, Skills and Abilities

- Thorough knowledge of modern office procedures and equipment;
- Thorough knowledge of governmental purchasing, preparation of contract documents, and bidding procedures;
- Thorough knowledge of standard terminology used in engineering and construction industries;
- Thorough knowledge of computer networks and modern filing systems;
- Thorough knowledge of local government accounting principles, practices and procedures;
- Thorough knowledge of municipal purchasing procedures;
- Thorough knowledge the current practices and procedures involved in Public Works operations;
- Thorough knowledge of customer service policies, inventory, materials and equipment and vehicle charges;
- Ability to communicate well with others, both orally and in writing, using both technical and non-technical language;
- Ability to deal with a wide range of persons, including situations in which individuals may be upset over some issue involving City and Borough activities or policies;
- Ability in math to add, subtract, multiply, divide and derive percentages;
- Ability in writing to prepare correspondences according to standard business practices;

- Ability to accurately type materials at a reasonable rate of speed;
- Ability to learn City and Borough policies and Departmental rules, procedures, practices and objectives;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from high school or possession of a GED, an Associate's Degree or equivalent in Office Management or a related field preferred; and
- Minimum of 5 years related office experience, preferably within a municipality; or
- Any equivalent combination of experience, education and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

Notary Public

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review documents in electronic and hardcopy form;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate computers and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to function in a general office environment and visit various work sites throughout the City and Borough.

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