

Public Works Administrative Coordinator

SALARY RANGE - \$37,500 - \$42,500

GENERAL DEFINITION OF WORK

Under occasional supervision performs responsible professional work assisting the Director in a variety of research, analysis, public relations and project coordination activities. Develops and maintains documentation and tracking systems for major projects and departmental functions. Performs research for and prepares a variety of complex reports. Researches land records. Exercises initiative and independent judgment in all phases of work. Exercises tact and courtesy in frequent contact with engineers, contractors, architects, state and local officials, and the general public. Reports to the Public Works Director.

ESSENTIAL FUNCTIONS

The following functions are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Develops, coordinates and maintains documentation systems, budget records, processing systems and procedures related to Town projects; coordinates and maintains all documentation for each project; reviews financial status of capital projects; requests reimbursements for expenses on the projects as appropriate; composes contract correspondence; closes out contracts and agreements.

Answers questions regarding building permitting, land use permits, public works issues, and zoning issues for the general public and/or issue permits when department officials are not available.

Recommends content and oversees the production of completed documents and specifications. Ensures compliance with Town and State procurement regulations and procedures; advertises bids; participates in examining and recommending potential contractors; processes awards. Prepares purchase orders to ensure complete and accurate administrative information and instructions. Enters all types of information into Permit Manager for Building Official, Public Works and Zoning Departments. Assists in the processing of proposals, contract bid documents, and project change orders; assists in scheduling requests; maintains project documents and related materials; and performs related activities. Assist both Public Works and Zoning with documentation, retrieval, and filing systems.

Serves as liaison between the Town and consulting engineers and contractors for processing payments and resolving financial contract discrepancies.

Performs a variety of administrative duties to relieve the Director of day-to-day duties.

Coordinates preparation of department operating budget and assists in composing annual budget report. Coordinates departmental input for the Town's Capital Improvement Plan. Conducts analyses of a moderately complex nature involving issues of finance, budgets or revenues.

Researches data to support Public Works projects and programs.

Prepares independently composed office correspondence or memoranda involving routine subjects pertaining to the Public Works Department. Drafts routine to moderately complex instructions, correspondence, or letters for review and signature of the Public Works Director. Prepares a variety of reports, graphs, resolutions, grant applications, and written correspondence.

Serves as departmental web developer, maintains/updates website.

Serves as departmental records manager.

EDUCATION AND EXPERIENCE

Requires any combination of education and experience equivalent to an Associate's Degree in business administration, accounting, public administration, legal studies or a related field and extensive related experience of a responsible nature. Requires significant computer capabilities and proficiency in Word, Excel, website development/maintenance and other standard software.

PHYSICAL REQUIREMENTS

Must be physically able to operate a variety of automated office machines including computers, typewriters, calculators, copiers, facsimile machines, etc. Must be able to exert up to 15 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time.

MISCELLANEOUS REQUIREMENTS

Must possess a valid Virginia driver's license and pass a DMV Record Check and Criminal Background Check.

Anyone interested in this position must submit a cover letter and resume along with a completed Town of Dumfries Employment Application to the Dumfries Town Manager and received no later than close of business Friday, September 20, 2013. Applications may be submitted by mail to Dorthe Tannehill, Assistant to the Town Manager, Town of Dumfries, 17755 Main Street, Dumfries, Virginia 22026 or by email attachment to dtannehill@dumfriesva.gov.