



Administrative Services Manager Public Works Coordinator

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. -Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Under the direction of the Public Works Director, the ~~Public Works Coordinator~~Administrative Services Manager performs highly responsible managerial and technical work in planning and programming a wide range of activities in the Public Works Department. -This position is responsible for planning and administering the work of professional and operational staff; and other assigned responsibilities, including departmental budget, program tracking and costing, procurement and contract administration, emergency management planning, development and implementation of policy, procedures, goals, and objectives; record keeping, and customer service support; coordinates assigned activities with public works divisions, other departments; and outside agencies; and provides highly responsible and complex administrative support to the Public Works Director and executive team.

ESSENTIAL JOB FUNCTIONS (examples, not all-inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. -It is not necessarily descriptive of any one position in the class. -The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Manages and participates in the preparation of bid documents and contracts for consulting, construction, supplies, and services; coordinates bid advertising strategies and distribution of plans and specifications; performs contract administration services on assigned contracts; inspects work for progress and for conformance to contractual and established standards.
- Manages, supervises, and participates in other activities such as solid waste service contract compliance, telecommunication audits, and agreements, emergency management planning and response, intergovernmental coordination, procurement, permits, fees, and studies; sets priorities and policies for assigned areas of responsibility.
- Coordinates and participates in the overall administrative operations of all assigned divisions; oversees and conducts research and analysis of complex and time-sensitive projects related to Public Works; recommends and implements successful strategies.
- Oversees a computerized maintenance management system (CMMS); administers, generates, monitors, and closes work orders; prepares reports on work order system metrics; coordinates GIS implementation into CMMS system software; recommends process improvements for the CMMS.
- Assists in the preparation of the Public Works annual budget; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service, and staffing levels.

- Participates in the development of short- and long-range plans to meet Department needs; reviews, analyzes, and recommends changes to organizational policies, procedures, practices, services, finances, and other activities as appropriate.
- Prepares, writes, and monitors grant applications; participates in and coordinates grant administration and monitoring activities.
- Prepares and presents a variety of complex correspondence, memoranda, studies, financial analysis, and administrative staff reports, including agenda items.
- Investigates public complaints to determine the proper action and responsibility required to correct the issue; ~~co~~coordinates with Code Enforcement on violations and Field Operations to schedule mitigation work as required.
- Attends and participates in professional trade and group meetings; stays abreast of new trends and innovations in the field of public administration; attends public meetings on behalf of the City, as required.
- Responds to and resolves difficult and sensitive citizen and vendor inquiries and complaints.
- Coordinates work with related governmental agencies and jurisdictions, as required.
- Develops and implements strategic initiatives to assure special projects are effectively and successfully carried outexecuted.
- Manages and executes multiple special projects simultaneously, while effectively building teams and leveraging support.
- Assists the Director in administering contracts with consultants, vendors, and contractors, to ensure compliance with terms and conditions, which may include the inspection of work, evaluating quality and performance, analyzing change orders, approving progress payments, and ensuring the satisfactory completion of work.
- Assists with the preparation and completion forof internal and external audits.
- Researches and prepares the Administration's response to various issues, such as inquiries from the Mayor and City Commission, residents, and community groups.
- Assists the Director in working with the Human Resources Department on employee-related issues.
- Manage individual staff, workgroups, and divisions as assigned by the Director.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

Associate degree or equivalent. Minimum of Three (3) years of managerial experience in any of the public works, utilities, building, or construction trades, or an equivalent combination of education, training, and experience. Additional qualifying experience or completion of coursework at an accredited college or university in a job-related field may substitute on a year-for-year basis for one year of the required experience or education. Possess or be able to obtain a valid State of Florida driver's license by the date of hire~~Must possess a currently valid State of Florida driver's license with acceptable driving record.~~

Knowledge, Skills, and Abilities:

- Knowledge of the principles and practices of Public Works administration and operations.
- Knowledge of the materials, tools, methods, practices, and equipment used as related to the department.

- Knowledge of occupational safety and rules.
- Knowledge of computer systems and software applications.
- Ability to read and interpret documents and specifications.
- Ability to make accurate assessments and calculations in the preparation of program/project costs.
- Ability to develop technical specifications and scope of work documents required for the preparation ~~for~~ of formal bids or other required purchasing functions.
- Ability to plan, schedule z and direct multiple programs/projects on an ongoing basis, often concurrently.
- Ability to plan, schedule z and monitor the work of department employees and outside contractors to efficiently and effectively accomplish the goals of the City.
- Ability to effectively employ technology z, such as computers and software z, required to conform to the expected procedures and operational methods of the Department of the City.
- Ability to communicate in writing effectively and clearly by means of electronic correspondence, memos s, letters s, or other means of written correspondence.
- Ability to establish and maintain effective and cooperative working relationships with the public, other employee, and City officials.
- Ability to correctly interpret and efficiently implement all applicable policies and procedures.
- Ability to operate a motor vehicle safely and legally.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary to light work, which may involve some lifting, carrying, pushing z and pulling ef objects and materials of light z weight (up to 20 pounds). Tasks may involve extended periods of time at a keyboard or work station and extended periods of time standing and walking.

WORKING CONDITIONS

General office setting: frequent interruptions and many deadlines to meet.