

**CITY OF COCONUT CREEK
JOB DESCRIPTION**

JOB TITLE: Public Works Project Coordinator
DEPARTMENT: Public Works
FLSA STATUS: Non-exempt

GENERAL PURPOSE:

Performs senior and/or lead-level administrative support work in the public works department. Performs technical administrative support and project coordination duties. Work is performed under limited supervision with considerable latitude in the use of initiative and independent judgment. Position relies on experience and exercises independent judgment to determine the best approach by using and interpreting policies and procedures. .

EXAMPLES OF ESSENTIAL FUNCTIONS:

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 classification. 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.

- Performs complex administrative support work for department staff; creates complex reports and presentations
- Prepares correspondence, spreadsheets, reports, purchase orders, and other required city documentation
- Coordinates the City's solid waste and recycling collection programs; acts as a liaison between residents and franchised hauler to resolve issues in an effective manner
- Prepares and designs brochures, pamphlets, and printed materials for the City's public works outreach programs; updates department information on the website and intranet
- Coordinates and oversees minor capital improvement projects under the supervision of the Public Works Director
- Maintains databases documenting payment of contractors and consultants and associated documents including but not limited to Notices to Owner and Releases of Liens
- Coordinates the preparation and submittal of permit documents for various regulatory agencies
- Researches government contracts for potential piggybacking opportunities as needed; contacts vendors to obtain proposals/quotes for minor capital improvement projects and/or related material or equipment
- Assists with the preparation and submission of grant applications; maintains records and documents for periodic and/or final submission for grant funds

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- Coordinates capital improvement project kick-off and progress meetings, prepares meeting minutes and distributes to appropriate project personnel
- Relays complaints and concerns of residents and contractors to appropriate personnel
- Assists senior staff in developing and preparing budget, including capital program; collects data for budgeting purposes from other agencies
- Oversees the maintenance of departmental files
- May provide general guidance, training, and support assistance to lower level associates
- May participate in the Request For Quotation and Request For Proposal processes as a member of a contractor/vendor selection and evaluation committee
- Performs other duties as assigned and/or required

MINIMUM QUALIFICATIONS:

High school diploma or GED required; supplemented by a minimum of three (3) years of directly-related administrative support experience; equivalent combination of education, certification, training, and / or experience may be considered.

Associate's degree in business administration or public administration preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of public works practices and procedures
- Knowledge of basic terms regularly used in public works, construction, capital improvement project planning, and administrative functions
- Functional knowledge of all city departments as related to assisting officials and general public seeking direction and solution to special problems
- Knowledge of department and city rules, regulations, policies and procedures
- Advanced knowledge of standard office practices, procedures, equipment, business math and administrative support techniques
- Knowledge of the English language including the meaning and spelling of words, and the rules of composition and grammar
- Advanced knowledge of Microsoft Office products (Word, Outlook, and Excel) or similar computer software
- Skill in resolving complex problems and utilizing independent decision making
- Ability to maintain a high level of confidentiality regarding sensitive information
- Ability to organize and prioritize work, as well as to balance business needs, employee needs, and business risk
- Ability to quickly and independently learn new software
- Ability to multi-task while working with tight deadlines and shifting priorities
- Ability to maintain a high level of confidentiality
- Ability to clearly communicate and understand information in English, both orally and in writing

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- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to regularly attend work and arrive punctually for designated work schedule

PHYSICAL REQUIREMENTS:

Depending on functional area of assignment, tasks involve the ability to exert light physical effort in sedentary to light work, which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). Tasks may involve extended periods of time at a keyboard or work station.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed inside; however, occasional outside work with minimal exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and/or poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery and/or moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, violence and/or disease, or pathogenic substances may be required.

SENSORY REQUIREMENTS:

Some tasks require manual dexterity, in addition to visual and hearing acuity. Some tasks may involve identifying and distinguishing colors.

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The job description does not constitute an employment agreement between the City and employee and is subject to change by the City as the needs of the City and requirements of the job change.

The City of Coconut Creek is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, The City provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Job Title

Name (print)

Supervisor's Name (print)

Employee Signature

Supervisor's Signature

Date

Date