

**CITY OF SHELTON
POSITION DESCRIPTION**

JOB TITLE: Projects and Purchasing Coordinator

EXEMPT:	No	JOB CODE:	
SALARY LEVEL:		DIVISION:	Public Works
REPORTS TO:	Public Works Director	DEPT:	Public Works
PREPARED BY:	Craig Gregory	DATE:	November 16, 2017
APPROVED BY:	_____	DATE:	
	City Manager		

SUMMARY: This position performs, with a high level of independence, as the lead contract/project coordinator for the full range of Public Works (PW) and City projects in accordance with local, State, and Federal funding requirements, and the WA State Department of Transportation (WSDOT) Local Agency Guidelines Manual (LAG) and includes purchasing, contract and project administration, documentation and accounting. This position is within a collective bargaining unit.

SUPERVISION RECEIVED:

- Works under the general supervision of the Director of Public Works.

SUPERVISION EXERCISED:

- None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Coordinate and perform contract/project administration and documentation duties for Public Works projects from design to post construction and non-project contracting/purchases including, maintaining Small Works, Vendor, and Professional Service rosters.

Perform contract/project administration with local, State, and Federal grant funds or loans in compliance with the WSDOT/LAG, funding agency requirements and/or construction manuals.

Coordinate Small Works projects, including review and approval of subcontractors, preparation, and processing of pay requests, etc.

Investigate and define problem areas, conduct studies and prepare reports recommending solutions or courses of action related to contract administration and or projects.

Coordinate advertising for competitive bids, preparation of contract specifications, and Commission agenda items and acceptance notices, attend pre-construction and weekly project meetings and prepare minutes and other records: Assist the Director of Public Works in preparing the Commission agenda documents as necessary.

Prepare and process pay requests, change orders, and contract closures, as well as maintenance bonds and releases with responsibility for security and archiving files and documents.

Prepare and submit contractor and sub-contractor reports, records of materials, prepare grant reimbursements, certify that materials meet State standards, and support WSDOT audits of all project files and documentation.

Prepare and process department financial information, such as invoices, project and grant tracking summaries and tracking of budget expenditures. Review and track expenses such as purchase orders, general engineering and project-related invoices and statements.

Monitor expenditures for City projects and keep the lead department informed of the progress and status of each project in relation to the original budget and schedule. Track project and grant budgets; facilitate project and grant closeout. Provide cost and budget information to other departments as needed.

Function as a hands-on contract/project administration specialist, attend staff meetings and continuing education workshops, and work with engineering, contractors, and other colleagues to plan contract and project administration activities required to maintain compliance with each agreement.

Serve as the department Records Coordinator; works closely with the City Records Officer to ensure department records management and retention practices are in compliance with City, local, and State policies, regulations, and laws. Manage all departmental public records requests and ensure records are reviewed and produced in a timely and efficient manner.

Perform ongoing, weekly and monthly project communication activities with project managers and other persons to keep Public Works, the City, and/or the general public informed.

Perform updates to the Public Works portion of City website, focusing on departmental services and citizen education, and provide up-to-date project award and current events information. Update the City's Purchasing and Procedures Manual as required to keep it current with State and local requirements.

Organize and maintain files, schedule meetings, and assist Public Works leadership team in coordination of department activities

Research and draft administrative policies, ordinances, and resolutions.

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

QUALIFICATIONS: To perform this job successfully, the person in this position must be able to perform each peripheral duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent is required, and two years college or continuing education in accounting and business administration or progressively responsible office administration, accounting, and contract/project administration experience is preferred. Any combination of experience and training that provides the desired skills, knowledge, and abilities.

COMMUNICATIONS SKILLS: Ability to work independently and use sound reasoning to prepare clear and comprehensive written reports and computer presentations. Ability to speak effectively and persuasively in a variety of situations. Ability to accurately interpret communication from others. Ability to cooperatively work with others and to effectively communicate concepts and ideas. Ability to establish and maintain cooperative relations with City officials and employees, the general public, and representatives of other agencies toward the accomplishment of assigned projects.

MATHEMATICAL SKILLS: Ability to complete mathematical calculations required for the position. Ability to track project costs and control expenditures according to established budgets.

REASONING ABILITY: This person is expected to exercise a high degree of sound independent judgment and be able to work within established guidelines with little or no direct supervision. Ability to problem solve public service matters that require understanding complex contract administration, clarifying caller requests, doing research and problem solving in writing or by phone, and maintaining response logs, records, and documentation.

CERTIFICATES, LICENSES, REGISTRATIONS: Have, or have the ability to obtain, a valid Washington State Motor Vehicle Operator's License

OTHER SKILLS AND ABILITIES: Proficient in the use of personal computers, Microsoft Office Suite applications. Ability to operate and maintain multiple specialized department information technologies involving terminology, complex classification codes, and on-line access and report functions. Knowledge of WA State Department of Transportation (WSDOT) Local Agency Guidelines Manual (LAG) and the Construction Manual (CM) as well as City and Public Works standards is preferred.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk, stand, stoop and/or sit at a desk. The employee must occasionally exert or lift up to 30 pounds. Close and constant work with computers exposes the employee to normal emissions from the computer monitor. Repeated interruption of the work is typical. This position requires extensive telephone contacts, computer operations, reading, and repetitive motion tasks. The employee will be required to answer phones and work with high-stress customers to meet deadlines, and handle multiple priorities. The work area can be noisy and congested at times. Successful performance requires abilities to orally communicate in a clear and distinct manner.

WORK ENVIRONMENT: The work environment conditions 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.

Most work is typically performed in an office.

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

EMPLOYEE ACKNOWLEDGEMENT

_____/_____/_____
DATE