

<b>CITY OF CEDAR RAPIDS POSITION PROFILE</b>	<b>JOB CODE #/TITLE:</b> NB472 Public Works Program Coordinator
<b>POSITION #/TITLE:</b> 0306 Public Works Program Coordinator	<b>Adopted:</b> 03-15
	<b>Revised:</b>

<b>POSITION DESCRIPTION</b>
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<b>Dept:</b> Public Works	<b>Manager Level:</b> Non-Manager
<b>Salary Plan/Description:</b> NBU/Non-Bargaining Unit	<b>Salary Grade:</b> 09
<b>Reports To Position #/Job Code #/JC Title:</b> 2419/NB364/Public Works Director	<b>Dotted-line Reports To Position #/Job Code #/JC Title:</b>
<b>FLSA Status:</b> Non-Exempt	<b>City Overtime Status (Employee Type):</b> Non-Exempt (Exception Hourly)
<b>Physical Demand Rating:</b> Sedentary	<b>Work Environment:</b> Controlled
<b>Pre-employment Testing:</b> Drug and health screening after contingent offer.	<b>Position Testing:</b> Standard & Advanced Word, Standard & Advanced Excel; Typing Test, Job fit assessment
<b>Personal Protective Equipment:</b> None	

<b>General Statement of Duties</b>
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Oversees programs, policies, and procedures within the Public Works Department. Assists the Director with implementation of public works best practices and leads department accreditation program. Manages/coordinates administrative office/business operations, customer service processes, the development, design, budgeting and implementation of administrative/support services for the City's Public Works Department.

<b>Distinguishing Features of the Class</b>
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Considerable leeway is granted for the exercise of independent judgment and initiative.

<b>Examples of Essential Work (Illustrative Only)</b>
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Coordinates Public Works Energov data with the management team;  
Coordinates the standard operating procedures relating to Energov across the Public Works Department and serves as a liaison to the Energov user group;  
Assists the Public Works Director with implementation of public works best practices throughout the department including regular coordination with the Public Works Management Team;  
Serves as program coordinator for APWA accreditation, assists the Public Works Director and Management team in preparing documentation for APWA accreditation;  
Coordinates with the management team on an annual training program for public works employees, monitors and tracks budget and expenses related to training;  
Assists the management team in planning and coordination of the activities of the Administrative Assistant team;  
Assists the Director in the planning, preparation, and monitoring of budgetary activities for Public Works;  
Plans, prepares and monitors budgetary activities for Public Works administrative and office operations;  
Develops and administers policies and procedures for work process activities, projects, plans and programs;  
Develops and manages process improvement, process audit plans, development of customer service feedback results and department performance measurement data reports;  
Coordinates and documents Public Works office/administrative processes and related activities;

Reviews and analyzes methods, policies, procedures and performance to implement or recommend implementation of administrative and management systems;  
 Serves as department customer service liaison internally and interdepartmentally;  
 Manages and coordinates the implementation and continued use of cost tracking systems and continuous improvement processes as they relate to administrative/office operations and materials;  
 Assists and coordinates Public Works response on economic/budget, requests and invoicing issues;  
 Prepares purchasing specifications in accordance with the City's purchasing policy, for the purchase of administrative/office equipment and materials;  
 Reviews, analyzes and manages technical data and maintains appropriate records;  
 Assists in the management and preparation of program budgets and develops and monitors operating expenses for departmental administrative services;  
 Manages office systems for Public Works Department and participates in departmental team management meetings;  
 Attends meetings, training courses and workshops;  
 Performs all work duties and activities in accordance with City policies, procedures and safety practices;  
 Attends work regularly at the designated place and time;  
 Supports continuous process improvement initiatives;  
 Performs related work as required.

**Required Knowledge and Abilities**

Thorough knowledge of performance/outcome measurements;  
 Thorough knowledge of operating a personal computer and using program applications appropriate to assigned duties and responsibilities;  
 Thorough knowledge of modern office procedures, practices and equipment;  
 Thorough knowledge of modern office filing systems and procedures;  
 Knowledge of scheduling methods for project management activities  
 Good knowledge of departmental programs, policies and operations as applied to the work performed;  
 Good knowledge of the organizational structure of City government and the functions of government in a municipality;  
 Good knowledge of financial principles and practices;  
 Ability to organize, plan and execute work tasks utilizing continuous process improvement techniques;  
 Ability to handle confidential and administrative information with tact and discretion;  
 Ability to maintain professional attitude and composure when dealing with difficult customers;  
 Ability to understand and follow complex oral and written instructions;  
 Ability to maintain records and prepare reports from such records;  
 Ability to understand and make work decisions in accordance with office rules, regulations, policies and procedures;  
 Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;  
 Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;  
 Ingenuity and inventiveness in the performance of assigned tasks.

**Acceptable Experience and Training**

Graduation from an accredited college or university with Associate's Degree in Business Administration, or a related field; and  
 Considerable experience in project coordination within a municipal government setting; or  
 Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

**Required Special Qualifications**

None

### **Essential Physical Abilities**

Requires the following, with or without reasonable accommodation:

Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;

Sufficient vision, which permits the employee to review a wide variety of written and electronic materials and information;

Sufficient manual dexterity, which permits the employee to handle a variety of records and files and to operate computers, typewriters and office machines;

Sufficient personal mobility, which permits the employee to access office files and visit and distribute materials to other City offices.