

**City of Sebastopol
Job Description**

Job Title: Management Analyst
Division:
Department: Public Works/Engineering
Location: Corporation Yard
Shift: Daytime
Reports To: Public Works Superintendent
Prepared By: Public Works Superintendent
Approved By: City Council
Approved Date: 4/16/19
FLSA Status: Non-exempt

SUMMARY

Works under a minimum of supervision performing difficult, complex administrative and technical support duties, including specialized technical work related to Public Works operations, regulatory compliance, capital project management and contract administration, development review, permitting, inspection and oversight, and risk management. Provides expert customer service and information and referral to the public and City department staff.

SUPERVISION

Incumbents in this classification work under direction provided by the Public Works Superintendent, and project oversight by the City Engineer. In addition, the incumbent may provide direction to administrative staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following; other duties may be assigned.

- Perform project management and contract administration activities for Public Works and Engineering projects;
- Prepare and compile Requests for Proposal (RFP's) and prepare legal notices for bid advertisement;
- Monitor and track Capital Improvement Project (CIP) contracts and invoices;
- Perform insurance review for contracts; provide analysis and recommendations regarding issuance of City permits and contracts;
- Maintain bidders' list, file of Prevailing Wages Determination; approve Certified payrolls, assist at Bid Openings and progress meetings.
- Design forms, databases, procedures, and tracking systems related to assigned projects and programs
- Prepare and/or edit department correspondence, memoranda, City Council agenda item reports, and other materials
- Provides customer service to the public and City staff by telephone, email, and in person
- Perform complex and technical office support duties

- Coordinate public works correspondence and scheduling, i.e., as related to customer inquiries, USA alerts, construction inspections, special programs, service and traffic control notices, and permit / contract requirement/enforcement;
- Prepare and submit Public Works Department Payrolls;
- Maintain a database of utility statistics and assist with preparation of reports to regulatory agencies and City Council;
- Maintain department filing systems and archives and information resources;
- Receive and process applications for various permits;
- Order and track expenditures for supplies and equipment purchase and maintenance
- Maintain equipment inventory and related records

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential 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 the essential functions.

EDUCATION and EXPERIENCE

Any combination of education, training and experience that would provide the required knowledge and abilities is qualifying. This would typically include at least four years of progressively responsible public sector administrative support experience, at least two of which were at the professional level performing complex administrative, analytical and/or program management duties. A bachelor's degree is preferred.

KNOWLEDGE

Principles and practices of governmental organizations; records management; office management practices and procedures, including filing and the operation of standard office equipment involved in the procurement for a public agency; contract administration and bid preparation principles of efficient and effective program management.

LANGUAGE SKILLS

Ability to read, understand and produce business correspondence, reports and other documents related to department functions; knowledge of the rules of English grammar, punctuation and spelling; knowledge of conventional business correspondence formatting; ability to communicate complex information to customers and department staff, both in writing and orally.

MATHEMATICAL SKILLS

Ability to perform mathematical calculations. Ability to compute rate, ratio and percent. Knowledge of simple office bookkeeping and invoicing methods and practices. Ability to construct and use computer spreadsheets.

REASONING ABILITY

Ability to carry out instructions furnished in written, oral, or diagram form.

Ability to interpret, explain and make decisions in accordance with department policies and practices, city codes, laws and regulations.

OTHER QUALIFICATIONS

Ability to use word processing and project management software, spreadsheets, and other computer and on-line applications.

Ability to set priorities among multiple tasks with a minimum of supervision.

Ability to exercise sound independent judgment within general procedural guidelines.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to 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 frequently required to sit and talk or hear. The employee is required to stand and/or walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The noise level in the work environment is usually moderate.