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City of Alameda  
Code No. 2605  
Approved by C.S.B.  
April 5, 2011

**PUBLIC WORKS COORDINATOR**

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**DEFINITION**

Under general direction, plans, organizes and supervises administration of assigned Public Works activities, programs and functions, and provides highly complex and responsible management assistance to the Public Works Director; is responsible for preparation, management, coordination, and administration of Public Works financial and fiscal activities and financial systems; performs other related work as required.

**DISTINGUISHING FEATURES**

Work in this class is characterized by the department-wide scope of major Public Works operations or functions in assigned areas, and by responsibility for the planning, administration and operation of a variety of programs and projects within the Public Works Department. It is distinguished from that of lower classes by the high degree of responsibility, greater complexity of assignments received, the requirement to operate at greater independence, extent of supervisory, managerial and/or administrative responsibilities, with the focus of managerial functions on program delivery operations and line staff supervision and/or defining and exploring critical opportunities and needs.

**EXAMPLES OF DUTIES**

1. Develops and implements comprehensive Public Works programs, projects and activities of considerable complexity.
2. Plans, organizes and manages work in assigned functional areas such as integrated waste management, public works assets management, assessment district administration, and management of City properties and property valuation.
3. Plans, organizes, coordinates and manages the Public Works Department fiscal functions and services; monitors, tracks and coordinates modifications to revenue and expenditure budgets for all divisions.
4. Coordinates and oversees the work of assigned contractors and/or consultants.
5. Participates in the development and implementation of Public Works goals, policies and priorities; defines and explores critical opportunities and needs; measures, tracks, and reports on performance of departmental goals and objectives; evaluates cost-effective methods of service delivery.
6. Coordinates activities with other departments and agencies; provides information and assistance regarding Public Works matters, policies and procedures.
7. Negotiates, manages and administers contracts, leases, franchise agreements and associated amendments; prepares, administers and monitors grants.
8. Coordinates and oversees various reporting functions including those related to project and grant administration, performance measurements, accounts payable/receivable and bond accounting.
9. Serves as liaison to and represents the City to various agencies and community or professional groups; develops and pursues inter-agency service and shared revenue opportunities.
10. Prepares and reviews notices, agendas, minutes and other materials.
11. Prepares and presents various reports and studies including staff reports to the City Council, ordinances, resolutions and policy initiatives.
12. Interprets and ensures compliance with federal, state and local laws, regulations, codes, etc.
13. Provides staff support to boards, committees or commissions as assigned.
14. Supervises, trains and evaluates assigned staff.

**EMPLOYMENT STANDARDS**

Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from an accredited four-year college or university with major course work in public or business administration, finance or a related field.

Experience: Four years of increasingly responsible professional experience related to management of administrative and fiscal programs in local government, including experience in public works operations with responsibility for project planning, development and oversight, contact negotiation, budget preparation, and staff supervision.

Knowledge

Knowledge of principles and practices of public works operation and administration including asset management and leasing practices of public facilities and rights-of-way, integrated waste management, grant administration, and assessment district administration and establishment; principles and practices of public and business administration including organization, personnel and fiscal management, statistical concepts and methods, and general analytical procedures; applicable federal, state and local laws and regulations; safe work practices, procedures and regulations; municipal government organization and operations.

Ability

Ability to effectively plan, organize and supervise administration of assigned Public Works activities, programs and functions; develop and implement comprehensive Public Works programs, projects and activities; demonstrate effective leadership; develop and implement goals, objectives, policies, procedures, work standards and internal controls; understand, interpret and apply federal, state and local laws and regulations related to public works; interpret and analyze information; draw valid conclusions and project consequences of decisions and recommendations; plan, administer and evaluate work programs and schedules; prepare complex technical studies and reports; set priorities, meet deadlines and make sound decisions; establish and maintain accurate records; maintain level of knowledge required for satisfactory job performance; develop, coordinate and administer complex departmental budgets with numerous funding sources and diverse programs; communicate effectively; establish and maintain effective working relationships with employees, officials, and the general public; and supervise, train and evaluate assigned staff.

Other Requirements

Selected positions may require possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.