



CITY OF SEDALIA, MISSOURI

Job Description

Job Title:	PUBLIC WORKS PROGRAM SPECIALIST		
Department:	Public Works - Street		
Supervisor:	Public Works Supervision Structure		
Date:	August 2012	Position No.	PW/ 5
FLSA Status:	Non-Exempt	Random Substance Testing:	N

Job Summary:

Works under the general direction of the Street superintendent in performing a variety of administrative duties; coordinates, implements, and maintains assigned programs; provides information, technical assistance to staff and other Departments, government agencies and the general public; may act as a representative for the City in handling grants, bids; and performs related duties as required.

Job Scope:

The purpose of this position is to help assist in project management and other administrative duties for the Street Department which includes; managing the Street Maintenance Assessment Program, grant writing, preparing both State and Federal compliance reports, and act as an agent for the Street Department in securing reimbursement funds necessary for the successful operation of the Department. In addition, other administrative duties such as payroll, bids, contracts are an integral part of the position to ensure the efficient operation of the department.

Essential Duties and Responsibilities:

1. Performs administrative support duties; drafts letters and correspondence; prepares reports, minutes, newsletters and calendars; proofreads documents; answers phones; coordinates travel, conference and meeting arrangements; opens and distributes mail.
2. Receives and logs citizen complaints; directs complaints to personnel for resolution.
3. Acts as a representative for Federal and State projects with agencies such as FEMA, Safe Route to Schools, etc.
4. Manages Qalert and I-Works Programs
5. Prepares MS4 Plan for Sanitation and Street Departments.
6. Coordinates the street assessment program: maps city streets into sections; determines type of assessment; develops methods for collecting and entering data; prepares reports from assessed information for budgeting purposes; determines best management practice for street repair.

7. Administers the traffic count program; downloads data from counter to computer and compiles reports for speed, vehicle classification, and volume.
8. Researches grant opportunities and prepare grant applications; prepares budgets and administers grant funds.
9. Prepares budgets for the Vehicle Maintenance and Street Departments.
10. Creates and maintains effective relations with employees and customers.
11. Prepares bid specifications for major equipment purchases with Streets.
12. Maintains office equipment.
13. Serves and attends meetings as directed by the Public Works Director and / or Department Head.
14. Performs other duties such as payroll, purchase orders, correspondence, etc. as directed.

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

Minimum Qualifications:

1. High School diploma or GED
2. Completion of 30 hours of college credit in secretarial science, business or related field
3. Minimum of 3 years of experience in a related field
4. Proficient with all products in the Microsoft Office Suite
5. Prefer knowledge of Municipal government practices and FEMA regulations
6. Missouri driver's license.

Necessary Knowledge, Skills, and Abilities:

1. Knowledge of bid preparations and purchasing practices.
2. Knowledge of both FEMA and State compliance involving disaster recovery.
3. Knowledge of grant writing, procedures and compliance issues.
4. Knowledge of basic accounting practices.
5. Knowledge of office administration practices and procedures.
6. Knowledge of city and department policies and procedures.
7. Knowledge of street maintenance techniques.
8. Skill in performing mathematical calculations.
9. Skill in maintaining records.

10. Skill in using a computer and standard office equipment.
11. Skill in oral and written communication.

Guidelines:

1. City and department policies and procedures.
2. City, state, and federal statutes, regulations, and guidelines regarding streets and traffic.
3. Guidelines require judgment, selection, and interpretation in application.

Complexity:

The work consists of varied duties related to coordinating and assisting in Public Works Street Projects. Contact with the public, other departments and agencies contributes to the complexity of the work.

Principal Working Relationships:

1. Co-workers, other city employees.
2. State and Federal agencies.
3. Vendors, contractors, citizens, business leaders, and the general public.

Purpose of Contacts:

Contacts are typically to give or exchange information, provide services, resolve problems, motivate or influence persons, and clarify, justify, defend, negotiate, or settle matters.

Supervisory and Management Responsibility:

None

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.

The work is typically performed while sitting at a desk or table with intermittent standing or stooping. Some reaching and bending may be required. The employee occasionally may lift light and heavy objects, and may be required to distinguish between shades of color.

Work Environment:

The work is mostly sedentary and typically is performed in an office. At times, work may require exposure to a variety of outdoor weather conditions to facilitate public work projects. Work may also involve prolonged use of the telephone and personal computer.