

Job Advertisement:

## **PUBLIC WORKS ANALYST**

City of Warrenton, Oregon is accepting applications for a FT, PUBLIC WORKS ANALYST. Salary range \$3,519.64 -4,258.07 monthly, benefits including PERS/OPSRP, represented by AFSCME. **REQUIRES:** Valid Driver's License, HS diploma or equivalent, pre-employment background check, physical and drug test.

**POSITION:** Under general direction, the Public Works Analyst provides administrative and analytical support for and coordination between divisions within the Department of Public Works. Major responsibilities include contract administration; preparation and administration of grants and other outside funding programs; and complex analysis and preparation of special reports and studies; completes data acquisitions and transfer of meter reading data for utility billing purposes. Performs mapping and analysis assignments in the operation and use of Geographic Information Systems; performs other general and complex analysis; and other duties as assigned.

**TRAINING & EXPERIENCE:** Any combination of education and experience that provides the required knowledge, skills and abilities necessary for the Public Works Analyst; a typical way of obtaining the required qualifications is to possess an associate degree in finance, business, public administration, engineering, GIS or a related field or a related and relevant technical program certificate. (3) Years of progressively responsible experience performing local government administrative, analytical, budgetary, fiscal, policy, or program work requiring analysis and interpretation of data and program management. A bachelor degree in business, public administration, finance, and engineering, GIS or related field may substitute for one (1) year of related experience.

Resume, application and supplemental questions are required and available at City of Warrenton, 225 S. Main Ave., P.O. Box 250, Warrenton, OR and <http://ci.warrenton.or.us> and will remain open until filled.



## City of Warrenton CLASS SPECIFICATION

### **PW Analyst**

FLSA Status: Covered

Union Representation: AFL-CIO

### **SALARY RANGE 19**

\$3,519.64 – 4,258.07 Monthly

\$42,235.68 – \$51,096.84 Annually

### **GENERAL PURPOSE**

Under general direction, the Public Works Analyst provides administrative and analytical support for and coordination between divisions within the Department of Public Works. Major responsibilities include contract administration; preparation and administration of grants and other outside funding programs; and complex analysis and preparation of special reports and studies; completes data acquisitions and transfer of meter reading data for utility billing purposes. Performs mapping and analysis assignments in the operation and use of Geographic Information Systems; performs other general and complex analysis; and other duties as assigned.

### **DISTINGUISHING CHARACTERISTICS**

The Public Works Analyst performs complex analysis and must have a complete and working knowledge of Microsoft Office suite of programs including Excel, Word, PowerPoint, Access and other software applications. The incumbent must be able to learn and understand common GIS techniques, processes and procedures; have greater exercise of problem-solving skills; have knowledge and working experience of business case analysis, such as time value of money, NPV and ROI; The Analyst may review and analyze operating and project budget requests/transfers, change orders, invoices, progress payments, budget transfers and fiscal alternatives; have good technical writing ability to generate complex reports, documents, and grant applications. The incumbent must have excellent customer service skills including internal customer service.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

- Prepares and updates maps, drawings, plans, spreadsheets, data files and documentation from a variety of digital and non-digital sources.
- Provides support for other software applications such as meter reading, routing and financial software.
- Contract and grant administration and documentation; methods and techniques of effective technical, administrative and financial record keeping, report preparation
- Performs GIS data maintenance, manipulation, analysis, extraction and generation assignments; performs basic data research, investigation and verification; updates and maintains files of other multi-media, video and digital pictures of streets and street problems for City use; constructs data tables; performs record keeping and inventory; documents and files data sources and map files for future reference.

- Provides contract administration and monitoring of operational and capital projects and budgets, operation/maintenance programs; ensures work is performed and completed in compliance with assigned contracts and agreements.
- May manage or assist vendor, consultant, and contractor contracts. Monitors, prepares, and renews agreements and contracts, verifies insurance, bonding, and licensing requirements are in accordance with City standards.
- Resolves and troubleshoots GIS-related problems; maintains computer hardware and accessories; provides basic GIS software and utility billing software training.
- Researches and prepares grant applications for federal, state and local funding sources in accordance with applicable standards, regulations and guidelines; administers and monitors grants and prepares quarterly, annual, and/or other periodic reports, as required by granting agencies. Works collaboratively with Finance Department to maintain accurate funding documentation for auditing purposes.
- Conducts complex surveys/studies, cost/benefit analyses, research and analyses on administrative, fiscal and operational issues; analyzes potential alternatives and makes recommendations.
- Provides assistance in resolving difficult and complex operational and administration problems; identifies problem areas and issues and proposes solutions.
- Prepares a variety of narrative and statistical reports, written correspondence, spreadsheets, presentations, etc.
- Operate various standard office equipment, including a personal computer and related software. Skilled in MS-Office including word processing, spreadsheets, and databases.
- May act as the City's representative and/or liaison with various federal, state and local public agencies and with business, professional and community organizations.

#### **OTHER DUTIES**

1. Answer phones and perform office duties; may fill in for Public Works Secretary
2. Attends staff meetings, specialized training and conferences.
3. Coordination with other jurisdictions including interaction with the local community, County State and Federal agencies.
4. Interaction with consultants/contractors.
5. Provide other analysis and support as needed
6. Other duties as assigned

#### **Interpersonal Contacts and Abilities:**

Interpret and apply laws, rules, regulations and procedures relating to Public Works operations, contract administration and grant programs. Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records and reports. Communicate clearly and concisely, both orally and in writing; review organizational, budgetary and administrative issues to develop solutions; conduct studies, surveys, analyze complex problems and data, evaluate alternatives and make sound recommendations. Confer with the Director, City Engineer and Department Managers on difficult and complex management/administrative issues. Perform highly detailed work on multiple, concurrent tasks; work under deadlines. Competently use computer applications; establish and maintain cooperative working relationships with others;

provide effective customer service.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

1. Geographic information system concepts, practices and techniques
2. Utility billing, metering and Microsoft software applications
3. Terminology, methods and techniques used in contract administration engineering maps and public record keeping
4. Public Works operations, responsibilities, functions and terminology; administrative research, analysis and report writing.
5. Data gathering and research skills
6. Use of word processing, spreadsheet and relational database software.
7. Operating system fundamentals and procedures for the use of computer systems and related equipment.
8. Statistics, business math as applied to complex analysis
9. Principles and practices of organizational and public administration; principles, methods and practices of municipal finance, budgeting and accounting. Applicable City, County, State and Federal laws, ordinances and regulations
10. Internal and external customer service

### **Ability to:**

1. Utilize various advanced computer software applications to carry out assigned responsibilities.
2. Perform basic computations and computer analyses
3. Independently perform GIS assignments with initiative and creativity.
4. Collect field data with GPS equipment and transfer to City mapping system
5. Communicate effectively orally and in writing
6. Establish and maintain effective working relationships with City staff and management, members of the public and others encountered in the course of work.

### **Training and Experience:**

Any combination of education and experience that provides the required knowledge, skills and abilities necessary for the Public Works Analyst; a typical way of obtaining the required qualifications is to possess an associate degree in finance, business, public administration, engineering, GIS or a related field or a related and relevant technical program certificate. (3) Years of progressively responsible experience performing local government administrative, analytical, budgetary, fiscal, policy, or program work requiring analysis and interpretation of data and program management. A bachelor degree in business, public administration, finance, and engineering, GIS or related field may substitute for one (1) year of related experience.

# City of Warrenton

## Public Works Application for Employment

An Affirmative Action, Equal Opportunity,

*"Making a difference through excellence of service"*



**CITY OF WARRENTON**

### Applicant Information

Full Name:  Date:

Address:  Last  First  M.I.

Street Address  Apartment/Unit #

Mailing Address:  City  State  ZIP Code

Address  Apartment/Unit #

City  State  ZIP Code

Phone: ( )  Alternate Phone: ( )

Email  Date Available  Desired Salary

Position Applied for:

Are you a citizen of the United States? YES  NO  If no, are you authorized to work in the U.S.? YES  NO

Have you ever been a City of Warrenton employee? YES  NO  If yes, when?

Are you now a City of Warrenton employee? YES  NO  Department

Do you have relatives employed by the City of Warrenton? YES  NO  If yes, indicate name, relationship,

Do you possess a valid driver's license? YES  NO  Endorsement:(check one) A  B  C

(Driver's License State, Number and Expiration Date Optional until background check)

Driver's License Number:  State  Expiration Date:

Do you speak a second language? YES  NO  (If so what language (s)? )

If yes,

### Office Skills

Typing Speed (wpm) :  Can you operate a computer? Yes  No

Indicate the systems you can operate:

Excel:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Access	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Microsoft Word	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Publisher	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Autocad	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Adobe Acrobat	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Copier	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Power Point	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Fax/Scanner	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Describe your equipment operation skills related to the job for which you are applying.

Education

High School: [ ] Address: [ ]

From: [ ] To: [ ] Did you graduate? YES [ ] NO [ ] Degree: [ ]

[ ] High School Equivalency? YES [ ] NO [ ] School: [ ]

College: [ ] Address: [ ]

From: [ ] To: [ ] Did you graduate? YES [ ] NO [ ] Degree: [ ]

Other: [ ] Address: [ ]

From: [ ] To: [ ] Did you graduate? YES [ ] NO [ ] Degree: [ ]

Licenses and Certificates

List any school course or vocational training, licenses, certifications, or other qualifications which bear on your suitability for this position:

[ ]

EMPLOYMENT HISTORY: Begin with your present or most recent job. List all jobs separately including on-the-job training, and volunteer work. Please be sure you completely describe in the section below the duties you performed which demonstrate that you are qualified to perform the duties for which you are applying. If in doubt about listing a particular job, it may be to your advantage to list it. Additional pages or a resume may be attached, but all statements on the application must be completed. Incomplete applications may result in disqualification. A resume does not substitute for an application. If a supplemental questionnaire is required, it must accompany this application.

Employment History

Company: [ ] Phone: ( ) [ ]

Address: [ ] Supervisor: [ ]

Job Title: [ ] Starting Salary: \$ [ ] Ending Salary: \$ [ ]

Responsibilities: [ ]

From: [ ] To: [ ] Reason for Leaving: [ ]

May we contact your previous supervisor for a reference? YES [ ] NO [ ]

[ ]

Company: [ ] Phone: ( ) [ ]

Address: [ ] Supervisor: [ ]

Job Title: [ ] Starting Salary: \$ [ ] Ending Salary: \$ [ ]

Responsibilities: [ ]

From: [ ] To: [ ] Reason for Leaving: [ ]

May we contact your previous supervisor for a reference? YES [ ] NO [ ]

Employment History continued

Company:

Phone: ( )

Address:

Supervisor:

Job Title: Starting Salary: \$

Ending Salary: \$

Responsibilities:

From: To: Reason for Leaving:

May we contact your previous supervisor for a reference? YES  NO

Company:

Phone: ( )

Address:

Supervisor:

Job Title: Starting Salary: \$

Ending Salary: \$

Responsibilities:

From: To: Reason for Leaving:

May we contact your previous supervisor for a reference? YES  NO

Military Service

Branch:

From:

To:

Rank at Discharge: Type of Discharge:

If other than honorable, explain:

Consents and Signature

IMPORTANT: Employment with the City of Warrenton may require transfer to different shifts or work location and overtime. In accepting employment with the City you are consenting to such transfers. Federal law requires anyone employed by the City to present proof of identity and proof of authorization to work in the United States.

If I am offered this position, I understand that I must pass a drug screen urinalysis before employment and periodically during employment as per the City of Warrenton Administrative and Personnel Policies.6.1.7.

If selected for the position, I understand the City of Warrenton will conduct a driving and criminal history background check, and contact my references and past employers unless otherwise declared in the employment history portion of this application.

I certify that I am capable of performing the duties outlined in the attached job description.

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: \_\_\_\_\_

.Date: \_\_\_\_\_