



JOB DESCRIPTION: Public Works Contract Administrator

Department: Public Works	FLSA: Exempt
Reports to: Public Works Director	Representation: Non-Union
Pay: \$4,880 to \$6552 per month	Date Revised: 3/15/2023

Essential competencies of this job are described under the headings below. They may be subject to change at any time. The omission of specific statements or duties does not exclude them from the position, if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and may be changed by the employer at any time.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, providing that an accommodation(s) does not create an undue hardship for the employer, remove an essential job function, and/or, create a direct safety threat to the individual, or others.

EDUCATION, CERTIFICATION, & EXPERIENCE:

Education and experience requirements listed are minimum standards. Other equivalent combinations of education, certifications, training, and experience may be considered.

Education:

- Bachelor’s degree in business, public administration, or a related field. A master’s degree in public administration or a related field is preferred.

Experience:

- Two years increasingly responsible experience as a staff assistant or analyst supporting senior management, or similar experience in a related field.
- Proven organizational, planning, and analytical skills.
- Familiarity with GIS.
- Superb tact and diplomacy.
- Excellent writing and editing skills.
- High levels of proficiency in complex scheduling and coordination.
- Experience in managing media relations, writing press releases, and overseeing public records requests.

The City will consider any equivalent combination of knowledge, skills, education, certifications, and experience to meet the minimum positions qualifications. If you are interested in applying, the City encourages you to think broadly about your background and skillset for the role.

Studies have shown that many candidates, especially women, are less likely to apply for a job if they do not believe they meet 100% of the hiring criteria. The City’s talent acquisition goals include hiring the candidate who is best able to meet the performance objectives of the role. We therefore encourage



persons with non-traditional skill sets and experiences to apply, even if you believe you do not meet 100% of the qualifications and hiring criteria described.

SPECIAL REQUIREMENTS AND CERTIFICATIONS:

Must have a valid Oregon driver's license and maintain a good driving record.

MINIMUM REQUIREMENTS for Public Works Contract Administrator:

- Must be able to successfully complete a drug test.
- Must be able to lift 25 lbs.
- Must possess and maintain a valid Oregon driver's license or have the ability to do so within six (6) months of hire.
- Ability to be available for occasional night meetings.
- Possess knowledge of basic and intermediate computing skills.
- Possess knowledge of and experience with exercising analytical skills, technical writing, and working in a professional environment.
- Possess knowledge, skill, and ability in Microsoft Office Suite, Bluebeam Revu or other pdf editing software, and basic computer/IT.
- Possess knowledge and experience in data analysis, professional and technical writing, and professional verbal communication.
- Possess knowledge of organization/project management skills.
- Possess knowledge, skills, abilities, certification, and experience requirements listed are minimum standards. Other equivalent combinations of knowledge, skills, certifications, and experience may be considered.

GENERAL POSITION SUMMARY:

Under the direction of the Public Works Director, the position performs a variety of professional administrative duties in assisting the Public Works Director. The position performs both assigned and independent duties. The position requires coordination and implementation of a variety of Public Works projects. Work requires the exercise of discretion in performing daily activities based on a complete knowledge of administrative policies and procedures and City operations.

ESSENTIAL FUNCTIONS:

Unless specifically identified as a "Non-Essential Job Function," the information included in this job description, and any referenced supplemental documents, is considered an "Essential Job Function." Temporary modifications to provide reasonable accommodations, or transitional work assignments, do not waive any of the essential functions for this position.

The following information is not all-inclusive:

- Works under the direction of the Public Works Director.
- Performs a variety of contract administration duties, including but not limited to the organization, review, revision, and preparation of contract and procurement documents for Public Works projects.



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- Represents the City of Scappoose in a friendly and helpful manner. Be courteous, tactful with customers, and diffuse tense situations and misunderstandings. Responds to questions from the public in person, over the telephone and through written correspondence.
- Performs general reception duties for the department. Answer the telephone, screen phone calls, and greet visitors to determine appropriate referral. Take messages as appropriate. Schedule meetings as directed.
- Performs analytic review of policies and procedures, recommending appropriate goals and objectives; implements approved policies and procedures for the Public Works department and other departments as assigned.
- Attends department head, Committee, and City Council meetings as required and makes recommendations of subjects under discussion; Staff support to boards and commissions as assigned.
- Participates in intergovernmental issues and programs by attending official meetings, as required, to answer questions, provide information, and/or request resources.
- Presents information to City Council.
- Completes routine administrative functions and special assignments by preparing detailed reports and analyses, identifying and recommending process improvements, and recommending alternatives.
- Reviews, revises, and prepares documentation for procurement of annual purchases of commodities and contractual services and manages expenditure control, purchasing approval, and related contracts.
- Coordinates projects related to all aspects of Public Works that may include research, data analysis, report writing, contract documents, and presentations.
- Explore grant opportunities relevant to the operation of the department. Works with the Public Works Director in developing competitive grant applications and manages the outside program requirements of all grants received by the City.
- Type, proofread, and edit a wide variety of comprehensive, complex, and confidential reports, letters, memoranda, correspondence, and statistical information; generates requisite documents from rough draft or verbal instruction; review finished material for completeness, accuracy, format, and compliance with applicable policies and procedures.
- Uses, monitors, and coordinates updates to ArcGIS Online specific to Public Works activities.
- Assists as needed for all City Meetings.
- Complies with all City Policies, Protocols, and Procedures.
- Follow all safety rules established for the work area.
- Performs other duties as assigned.

TASKS, TOOLS & TECHNOLOGY:

Tasks:



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- Performs a wide variety of responsible, confidential, and complex administrative and technical duties for the Public Works Director and other Departments as assigned.
- Assists in scheduling, logistic planning and coordination, publicizing, and promoting events and activities related to the assigned program.
- Performs a variety of general administrative support functions related to the assigned program; prepares and maintains correspondence, agendas, reports, and other materials; modifies forms as necessary; organizes and assembles documents; schedules and maintains event calendar related to the assigned program.
- Assists in the management of Public Works related projects such as but not limited to: the Sidewalk Repair Program, Public Works procurement processes, capital improvement plans, and action plans.
- Maintains recordkeeping system requiring sorting, filing, retrieving, and distributing records or other documents as directed.
- Conducts research and analysis on complex administrative and operational issues in the Community Development Center, Public Works Department, and occasionally administration; write, edit and/or produce correspondence and reports.
- Oversees requests for a wide range of documents and information maintained by the Department; ensure compliance with public disclosure laws related to Department records.
- Support staff for the Traffic Safety Committee, Parks and Recreation Committee, and Economic Development Committee; occasionally attend or staff other monthly Committee and Council meetings.
- May develop programs to implement goals and strategies adopted by the City Council.
- Maintains records and logs and develops reports concerning new or ongoing City programs and program effectiveness; prepare statistical reports as required.
- Reviews, researches, and summarizes financial, statistical, and administrative information; prepares related reports, newsletters, and correspondence.
- Assists in a variety of department operations; performs work on special projects and assignments as requested.
- Follows all OSHA and City safety rules and procedures for work areas.
- Performs other duties as assigned.

Tools:

All specialized equipment utilized in a traditional office setting, to include, desktop, laptop, tablet and notebook computers, digital cameras, fax machine, multi-line telephones, mobile phones, photocopiers, and others.

Technology:

Personal computer, including word-processing software, PDF editing software, spreadsheet software, office suite software, map creation software, database and report writing software, tablet, phone, and two-way mobile radio. Some programs used include Microsoft Office 365 Suite, Bluebeam Revu, ArcGIS Online, Adobe Acrobat, and others.



KNOWLEDGE, SKILLS & ABILITIES:

Knowledge:

Thorough knowledge of modern and highly complex principles and practices of municipal administration, public contracting, municipal functions and services, private consulting and contracting, related markets, and economic development.

Thorough knowledge of the principles, practices and methods of intergovernmental relations, municipal grant writing and reporting, budgeting and finance, public involvement, and employee and citizen communications.

Advanced understanding of physical project development, development planning, financial fundamentals, and contract administration. Knowledge and experience of public and private economic development. Understanding of contract and project management.

Skills:

- Language Skills - Ability to read, analyze, and interpret common administrative, financial, and legal documents. Respond to common inquiries and complaints from customers, regulatory agencies, or members of the business community. Effectively present information to executive staff, public groups, and/or City Council.
- Mathematical Skills - Ability to work with basic mathematical concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Organizational Skills - Ability to organize, file, and maintain accurate records. Ability to organize, prioritize, and coordinate multiple administrative tasks and project management duties.

Abilities:

- Adaptability - Adapts to changes in the work environment; manages competing demands; able to deal with frequent change or unexpected events; changes approach or method to best fit the situation.
- Analytical - Synthesizes complex or diverse information; collects and researches data; uses intuitional resources and experience to complement data; designs workflows and procedures.
- Attendance & Punctuality – Consistently at work and on time; arrives at meetings and appointments on time.
- Category Flexibility — The ability to generate or use different sets of rules for combining or grouping things in different ways.
- Cost Consciousness - Works within the approved budget; conserves organizational resources; develops and implements cost saving measures.
- Crisis Management – Able to maintain calm in non-standard situations; recognizes what is most suitable in a given situation; exhibits decisiveness and responsibility; knows when to consult and involve others.



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- Customer Service - Manages difficult or emotional customer situations; understands and applies the principles of quality customer service; responds promptly to customer needs and to requests for service and assistance; solicits customer feedback to improve service.
- Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense.
- Dependability - Follows instructions and responds to management direction; takes responsibility for own actions; keeps commitments; completes tasks on time or notifies appropriate person with an alternate plan.
- Diversity - Shows respect and sensitivity for cultural differences; promotes and supports a harassment-free environment.
- Ethics - Treats people with respect; Inspires the trust of others; works ethically and with integrity; upholds organizational values.
- Inductive Reasoning — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- Initiative - Volunteers readily; undertakes self-development activities; seeks increased responsibilities; takes independent actions and calculated risks; looks for and takes advantage of opportunities; asks for help when needed.
- Information Ordering — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- Innovation - Displays original thinking and creativity; meets challenges with resourcefulness.
- Interpersonal Skills – Focuses on cooperatively resolving conflict; maintains confidentiality; actively listens to others without interrupting; conveys a positive image of the City and its services; keeps emotions under control; remains open to others ideas and tries new things.
- Judgment - Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.
- Oral Communication - Speaks clearly and persuasively; listens and gets clarification; responds well to questions; participates in meetings; demonstrates group presentation skills.
- Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Oral Expression — The ability to communicate information and ideas in speaking so others will understand.
- Organizational Support - Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; benefits organization through outside activities; supports affirmative action and respects diversity.
- Planning & Organizing – Prioritizes and plans work activities; uses time resources efficiently; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks; develops realistic action plans.



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- Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; uses reason even when dealing with emotional topics; works well in group problem solving situations.
- Professionalism - Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of status or position; inspires respect and trust; accepts responsibility for own actions; follows through on commitments.
- Quality Management - Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness; applies feedback to improve performance; monitors own work to ensure quality.
- Safety and Security - Observes, and ensures others observe, safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses, and ensures other staff use, equipment and materials properly.
- Speech and Communication, Clarity and Recognition — The ability to speak clearly so others can understand you, and the ability to identify and understand the speech, social queues, and nonverbal communication of others.
- Strategic Thinking - Develops strategies to achieve organizational goals; understands organization's strengths and weaknesses; identifies external threats and opportunities; adapts strategy to changing conditions.
- Teamwork – Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.
- Technical Skills - Assesses own strengths and weaknesses; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.
- Written Communication - Writes clearly and informatively; edits work for spelling and grammar; writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- Written Comprehension — The ability to read and understand information and ideas presented in writing.
- Written Expression — The ability to communicate information and ideas in writing so others will understand.

WORK STANDARDS:

- Regular Attendance and punctuality.
- Speak and act truthfully.
- Conduct oneself with integrity, morality, character, and trustworthiness.
- Exhibit self-control.



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- Detail-oriented.
- Thorough when completing work tasks.
- Accept constructive criticism.
- Calmly and effectively process high stress situations.
- Reliable, responsible, and dependable.
- Willingness to take on responsibilities and challenges.

WORKING CONDITIONS

The City of Scappoose is committed to complying fully with the Americans with Disabilities Act (ADA) and Oregon's Disability Accommodation and Discrimination laws. We are also committed to ensuring equal opportunity in employment for qualified persons with disabilities. The City of Scappoose will make reasonable efforts to accommodate a qualified applicant or employee with a known disability, unless such accommodation creates an undue hardship on the City's operations, or a safety risk to employee or coworkers, or removes an essential job function. Employees should request an accommodation as soon as it becomes apparent that a reasonable accommodation may be necessary, to enable the employee to perform the essential duties of a position, or to participate in the employment process. To discuss an accommodation request, please contact your immediate supervisor.

The factors described herein, are representative of, but not all-inclusive of, those that must be met by an individual to successfully perform as the Public Works Contract Administrator. Detailed information may be available in a supplemental document.

Work locations are office working conditions. The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises. Contact with individuals who may become violent, combative, under the influence of drugs/alcohol, mentally ill or who have communicable diseases. Incumbent may be required to sit/stand for extended periods while performing various duties.

WORK SCHEDULE:

The Public Works Contract Administrator will be expected to work 40 hours per week Monday through Friday from 7:00 am to 4:00 pm. The position will be required to attend various meetings, including evening and occasionally on the weekends. The hours of work will be set at the discretion of the City Manager.

NON-ESSENTIAL JOB FUNCTIONS

Serve and back-up for other administrative staff.

Perform other duties as assigned.

Perform other tasks as requested by Department Heads.