

TOWN OF WAYLAND POSITION DESCRIPTION

Title: Administrative Coordinator - Department of Public Works

Department: Public Works

Appointing Authority: Public Works Director

Affiliation: AFSCME 2

Grade: C-15

Personnel Board Approved: 4/22/13

Effective Date: 12/7/15

Summary of Duties

Professional, administrative, and supervisory work in coordinating and overseeing the administrative operations of the Department of Public Works (DPW); all other related work as required.

Supervision Received

Reports to and works under the general direction of the DPW Director. Performs complex and responsible functions requiring the exercise of discretion and independent judgment.

Works independently, generally setting own daily work plan and choosing between appropriate courses of action to achieve defined objectives; refers unusual circumstances to the Director as necessary.

Performs a variety of responsible, comprehensive functions of an administrative nature requiring the exercise of discretion, judgment and the ability to interpret guidelines and carry out assignments independently.

Supervision Exercised

Coordinates and oversees the work of regular full-time, part-time, temporary and seasonal DPW clerical staff. Oversees DPW administrative operations in the absence of the DPW Director.

Job Environment

Office work is performed under typical office conditions; occasional exposure to variable outdoor weather conditions and hazards associated with outdoor projects and facilities; may be required to attend meetings during non-business hours.

Operates computers and standard office equipment, including typewriter, telephone, facsimile machine, and copy machine.

Has frequent contact with the general public, other Town officials, state and regional government agencies, contractors and vendors; contacts are in person, by phone or in writing and involve discussing complex information; close cooperation, coordination and collaboration may be required with other Town departments.

Has access to department-related confidential information; has access to department personnel files.

Errors in administrative oversight could result in lower standards of service, sub-standard construction and facilities, and inadequate maintenance programs, with consequent danger to public safety; errors in supervisory and financial decisions could result in excessive costs.

Essential Functions

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

Under the direction of DPW Director, coordinates and oversees the administrative and clerical support functions of the DPW.

Coordinates work for DPW clerical staff; determines workflow activities of staff; reviews work for accuracy and timely completion.

Develops an efficient and effective distribution of DPW administrative work; oversees DPW administrative processes.

Recommends administrative operating procedures to the DPW Director.

Works with DPW field personnel to assist in projecting needed funding levels; reviews and researches historical spending patterns; assists with the preparation of the annual DPW operating and capital budgets.

Monitors expenditures and budgeted account balances; reconciles, produces, and distributes monthly and year-end reports to DPW staff; investigates and reconciles discrepancies.

Oversees the purchasing and inventory of DPW office supplies; oversees the operation of office equipment.

May assist in the application and administration of DPW grants.

May assists in tracking and maintaining of DPW inventories.

Assists in the preparation, advertising, bid opening, tabulation, analysis and notification of results and awards for DPW contracts.

Coordinates DPW billing and collection functions with Town financial offices.

Oversees the preparation and timely submission of payroll and attendance.

Oversees the accuracy and maintenance of all DPW office files.

Assists DPW staff with surveys and comparative market data.

May prepare correspondence, reports and memoranda on behalf of the department.

Maintains cooperative working relationship with other departments, employees, vendors, contractors and the general public; answers questions and resolves issues when possible.

Ensures Board packets are prepared and distributed in advance of meetings.

May attend Board of Public Works meetings to record minutes or assist the DPW Director.

Works on special projects as assigned by the DPW Director.

May perform the duties of a Department Assistant.

Performs similar or related duties as directed, required, or as situation dictates.

Recommended Minimum Qualifications

Education:

Associate's Degree in a related field of endeavor.

Experience:

Over 4 years of progressively responsible administrative experience, experience in a municipal DPW setting is strongly preferred; experience in overseeing the work of other employees is desirable.

Substitutions:

Additional years of relevant education may be substituted for the experience requirement on a year for year basis.

Licenses/Certificates:

None

Knowledge, Abilities and Skills

Knowledge of municipal or DPW operations, services and activities.

Knowledge of budget preparation and administration practices.

Knowledge of personal computers and Windows-based software programs.

Ability to analyze billing programs, policies and operational requirements.

Principles and practices of task development and administration.

Ability to prepare clear and concise administrative and financial reports.

Ability to analyze problems, identify solutions, project consequences of proposed actions and implement recommendations in support of goals.

Ability to work independently and as a team member.

Ability to learn state bidding practices and use of state contracts.

Ability to lead staff and direct workflow.

Ability to coordinate administrative functions requiring independent judgment.

Ability to understand applicable federal, state and Town bylaw rules and regulations.

Ability to maintain effective working and professional relationships with employees, officials, contractor, vendors, residents and the general public.

Skill and ability to operate a personal computer and a variety of office equipment.

Ability to maintain the confidentiality of information.

Ability to communicate effectively, both orally and in writing.

Ability to develop administrative procedures to accomplish designated goals and objectives.

Physical Requirements

Minimal physical effort required in performing duties under typical office conditions.

Ability to operate a PC, keyboard and calculator at efficient speed and view computer screens for extended periods of time. Specific vision requirements include close vision and the ability to adjust focus. Ability to sit, talk, hear and listen, stand, and walk.

Ability to occasionally conduct site visits of department assets and navigate work sites.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.