

**City of Ferndale
Employment Opportunity
Public Works Program Specialist**

Jurisdiction: City of Ferndale
 Job Title: Public Works Program Specialist
 Employment Type: Full Time
 Starting Salary: \$4,956/month
 Salary Range: \$4,956 - \$6,095/month
 Benefits: Medical, Dental, & Vision
 Washington State Public Employee Retirement System (PERS)
 Generous sick leave/vacation accruals, plus 15 paid holidays per year

Closing Date: Open until filled.

REPORTS TO: Public Works Project Manager	DEPARTMENT: Public Works	CLASSIFICATION: Non Exempt/Teamsters Clerical Unit
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JOB SUMMARY:
 This is a highly responsible administrative position that reports directly to the Public Works Project Manager. Must be knowledgeable in many aspects of organizational and operational processes and programs in order to support ongoing functions of the department. Responsible for the timely production of a variety of projects as assigned. Requires considerable familiarity with Public Works administration, capital project documentation, financial practices, analysis, procedures, and public relations. Work must be executed with precision, confidentiality, minimum supervision, and with exercise of independent judgment. The person will exercise control over specific administrative decisions as delegated by the Public Works Director.

ESSENTIAL FUNCTIONS

Responsibilities:

- Ongoing maintenance and oversight of the Consultant Roster, Small Works Roster, and Vendor List and assisting City staff to utilize and carry out the programs.
- Providing administrative support to project management, design, construction engineering, and inspection on all phases of capital projects, including right of way acquisition, design, construction, and project closeout. Work will include tracking project budgets and expenses, preparing reports related to grant and financial information, preparing pay estimates, tracking construction related submittals including, but not limited to, materials documentation, correspondence, payrolls and subcontractor information, construction contract administration, taking meeting notes and submitting reimbursement requests for project-related grants.
- Coordinating the establishment and administration of latecomers process in accordance with state statute and the Ferndale Municipal Code.
- Tracking and reporting on activities as required for various programs including, but not limited to, Title VI, HPMS, ADA Compliance, Six Year Transportation Improvement Plan and Transportation Benefit District.

- Responding to front counter and telephone inquiries relating to the Public Works Department and its various functions and programs.
- Performing other administrative and support functions as needed for the ongoing operation of the Public Works Department.

Job Duties:

The Program Specialist performs a wide range of duties including, but not limited to, to the following:

Advertising, maintaining and reporting as required by state statute and City ordinance and policies established for the Small Works Roster, Vendor List and Consultant Roster programs;

Assist City staff to utilize the Small Works Roster, Vendor List and Consultant Roster programs, including:

- Project specific advertising and solicitation of bids and proposals;
- Preparation of bid documents;
- Oversight of interview, bidding and award process; and
- Consultant, project and purchasing contract administration through closeout, including:
 - Budgetary tracking;
 - Issuing payments;
 - Tracking deliverables; and
 - Documentation, closeout and audit support.

Completing and overseeing administrative tasks related to all phases of capital project development, budgetary tracking, bidding, and contract administration, including:

- Coordination of bidding process as required by federal requirements, state statute and City ordinance/policy;
- Preparing correspondence and notices as necessary;
- Acting as recording secretary for project meetings;
- Reporting as required by federal requirements, state statute and City ordinance/policy
- Financial tracking for all phases; and
- Preparation of reimbursement requests for submission to granting agencies.
- Contract administration and support, including:
 - Materials tracking, processing, and documentation;
 - Submittal tracking, processing, and distribution;
 - Preparation of pay estimates and supporting documentation; and
 - Project closeout.

Working with developers, applicants, staff members and other affected parties on the application for, establishment and administration of latecomers agreements.

Acting as secondary backup for issuance of City keys to personnel and other authorized persons to access City-owned facilities.

Preparing agenda items and staff reports for the Public Works and Utility Committee.

Collecting and preparing data for reports; preparing and presenting recommendations pertaining to specific subject matter as directed.

Assisting the public, applicants, contractors, project proponents, and consulting engineers by checking as-builts, routine records and files for requested information.

Experience and Knowledge

Knowledge of business English, spelling and business mathematics, office practices, procedures, and use of standard office machines, and computer/word processor data input procedures.

Knowledge of Local Agency Guidelines (LAG) manual for state and federal grants/loans administration.

Knowledge of BARS Manual coding.

Ability to perform assignments in a coordinated and organized fashion. Must be able to effectively manage time and coordinate a variety of projects between various departments in a timely and efficient manner.

Ability to make routine mathematical computations and tabulations accurately and with reasonable speed. Ability to learn assigned administrative tasks readily within a reasonable training period, and to adhere to prescribed routines.

Ability to communicate effectively and to establish and maintain effective working relationships with other employees and the public.

Ability to understand and carry out oral and written instruction, and to express ideas effectively, both orally and in writing.

Ability to make independent decisions.

Knowledge of general operation of Public Works Department.

Physical Demands

Work is performed primarily in an office or conference room setting. Walking, sitting, standing, bending and reaching is required. Ability to attend on-site construction meetings within active construction sites is required. Exposure to adverse weather conditions is minimal. Some local traveling may be required.

Qualifications Required

Minimum: Two years of college or university course work, and three years related office experience. Previous municipal experience in a Public Works Department is highly desirable.

DISCLAIMER: Job profiles are not intended, nor should they be construed to be, an exhaustive list of all responsibilities, tasks, skills, efforts, working conditions or similar behaviors, attributes or requirements associated with a job.

TO APPLY:

- Submit letter of interest, [completed job application](#), and resume by mail:
City of Ferndale, PO Box 936, Ferndale, WA 98248 Attention: Susan Duncan.
- Or email: susanduncan@cityofferndale.org

Closing date: Open until filled. Only complete applications will be considered.

The City of Ferndale is an Equal Opportunity Employer.