

**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: \$5,248/month  
 Salary Range: \$5,248 - \$6,455/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.

**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](mailto:susanduncan@cityofferndale.org)

<b>REPORTS TO:</b> Public Works Project Manager	<b>DEPARTMENT:</b> Public Works	<b>CLASSIFICATION:</b> Non Exempt/Teamsters Clerical Unit
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**JOB SUMMARY:**  
 This is a highly responsible administrative position that supports the Public Works Department, focusing on capital project documentation, financial tracking and program reporting. The role requires familiarity with Public Works administrative and operational processes, ensuring efficient departmental function. Tasks must be performed with precision, confidentiality, and independent judgment, under minimal supervision. This position reports to the Public Works Project Manager.

**ESSENTIAL FUNCTIONS**

**Responsibilities:**

- Manage and oversee Consultant Roster, Small Works Roster, and Vendor List, facilitating City staff in program utilization.
- Support all phases of capital projects including documentation, budget tracking, grant reporting, and administrative support for design, construction, and closeout phases.
- Coordinate latecomers process as per state statute and municipal code.
- Track and report on various program activities, including Title VI, Highway Pavement Management System, ADA Compliance, Six-Year Transportation Improvement Plan, Transportation Benefit District, and others as needed.
- Handle inquiries relating to the department's functions and programs.
- Execute additional administrative and support tasks as required for department operations.

**Job Duties:**

- Administer Small Works Roster, Vendor List, and Consultant Roster programs, including advertising, bid solicitation, and contract administration.

- Complete administrative tasks related to all phases of capital project development, including bidding, contract administration, contractor payments, financial monitoring, submittal and materials tracking, and project closeout processes.
- Assist in the development and administration of latecomers agreements.
- Act as a secondary backup for City key issuance.
- Prepare agenda items, staff reports for Public Works and Utility Committee.
- Assist with program-related data collection and report preparation.
- Assist the public, applicants, contractors, project proponents, and consulting engineers by checking as-builts, routine records and files for requested information.

### **Experience and Knowledge**

- Proficient in business English, mathematics, office procedures, and standard office equipment and programs/apps.
- Familiarity with Local Agency Guidelines (LAG) manual, BARS Manual coding
- Effective communication and relationship-building skills with the ability to make independent decisions.
- Understanding of general Public Works Department operations and responsibilities.

### **Physical Demands**

Work is performed primarily in an office or conference room setting. Walking, sitting, standing, bending and reaching is required. Some local travel and on-site construction meeting attendance is required. Exposure to adverse weather conditions is minimal.

### **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 preferred.

**DISCLAIMER:** This job description is not exhaustive and may evolve with organizational needs.

The City of Ferndale is an Equal Opportunity Employer.