



CLASSIFICATION TITLE: Public Works Budget and Contracts Analyst	JOB NUMBER: 7120	AFFILIATION: Unaffiliated (Non-Union)
REPORTS TO: Public Works Director	PAY GRADE: 20	FLSA STATUS: Exempt

GENERAL SUMMARY

Performs difficult skilled administrative support work in the development and administration of various financial, purchasing, contracting, and support functions and providing supervisory oversight to administrative staff in the Public Works Administration and Engineering division, and related work as apparent or assigned. Work is performed under the general direction of the Public Works Director (supervisor). Continuous supervision is exercised over assigned personnel.

CORE VALUES

All employees are expected to model and foster the City of Richland's core values in the performance of their duties and their interactions while representing the City. The values of *Teamwork*, *Integrity*, and *Excellence* promote and maintain a high level of morale and productivity, and are the tie that binds all City employees together, across all functions.

ESSENTIAL JOB FUNCTIONS

To be successful in this position, an individual must be able to perform each essential function satisfactorily. Additional duties of a similar nature and level may also be assigned. The City may make reasonable accommodations to enable a qualified individual with disabilities to perform the essential functions.

- Provides general direction and coordinates the budgetary, procurement, customer service, and administrative activities of administrative and support staff in other Public Works divisions; implements policies, procedures, and programs.
- Supervises, motivates, and provides direction and guidance to assigned staff; evaluates and reviews work performance for acceptability and conformance with department standards, goals and/or City competencies; works with employees to correct deficiencies; plans, coordinates and arranges for appropriate training of subordinates; documents corrective action and applies City policy, as needed; participates in the interview and selection process of new employees according to established guidelines.

- Provides financial management and tracking for all major department and assigned City projects to ensure compliance with budgetary guidelines and third-party funding program requirements; performs contract administrative duties including progress and final payments and administrative contract compliance matters involving state and federal requirements.
- Administers grant and loan funding contracts including preparing billing packages complying with grant agency requirements, confirming work activity eligibility with grant terms and conditions, and keeping records sufficient to support audits.
- Directs preparation of the annual operating and capital improvement budgets for the Public Works Department.
- Supports the Public Works Director and Finance Department staff to maintain accurate financial records of all Public Works functions.
- Completes special projects as assigned by the Director and prepares necessary reports, correspondences and recommendations relating to the special project; assists the Public Works Director and Division managers with rate and financial analysis of operations and projects.
- Directs and coordinates the Public Works Department's operating utilities' responses to utility billing issues, whether the issues are initiated by customer inquiry or staff.
- Administers special contracts applicable to Public Works' operations, including latecomer agreements, local improvement districts, utility oversizing agreements, etc.; manages payments and refunds of fees; responds to citizen concerns and issues, determines and recommends appropriate resolutions to maintain positive community/customer relations for the Department and City.

KNOWLEDGE, SKILLS AND ABILITIES

The requirements listed below are representative of the knowledge, skill, and/or ability required to successfully perform the essential functions of the position.

Knowledge of:

- Applicable Federal, State, and local laws, rules, codes and regulations related to assigned activities.
- City and Department organization, operations, policies and objectives.
- Administrative principles and practices, including program development, implementation, and evaluation, project management, and supervision of staff, either directly or through subordinate levels of supervision.
- Principles and practices of budget development and administration.
- Modern office practices, methods, procedures and equipment.
- Record-keeping principles, procedures and techniques.
- Financial and statistical record-keeping techniques.

- Interpersonal skills using tact, patience and courtesy.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Research methods, data collection, statistical and analytical skills.
- Technical aspects of field of specialty.

Skills and abilities to:

- Ability to interpret, apply and explain laws, contracts, regulations, policies and procedures.
- Read, comprehend and explain technical public works contracts, reports or documents.
- Train, supervise and evaluate assigned personnel.
- Plan and organize personal and group work.
- Prepare and analyze budgets and financial reports.
- Complete accurate budget reports and calculations.
- Communicate effectively both orally and in writing; comprehend and use English effectively including producing all forms of communications in a clear, concise, and understandable manner to intended audiences.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently with little or no direction, organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including personal computer equipment using standard or customized software application programs appropriate to assigned tasks.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

SPECIAL REQUIREMENTS

- Valid driver's license.

EDUCATION AND EXPERIENCE

Associate's degree in public administration, business administration, finance, accounting, or related field, and three (3) years experience in the financial and public works industry, including two (2) years in a lead or supervisory role, or an equivalent combination of education and experience.

COMPETENCIES

Supervisory

- **Foster Teamwork:** Builds effective teams committed to organizational goals. Fosters collaboration among team members and among teams. Uses teams to

address relevant issues.

- **Prioritize Work and Commitments:** Develops short- and long-range plans that are appropriately comprehensive, realistic, and effective in meeting goals. Focuses on the most important tasks first and directs others to focus on those tasks. Integrates planning efforts across work units to ensure the most critical work gets done first.
- **Drive for Team Results:** Demonstrates and fosters a sense of urgency and strong commitment to achieving goals. Encourages others drive for strategic goals. Persists despite obstacles and opposition. Pursues aggressive goals and works hard to achieve them. Owns the outcomes produced by the team.
- **Manage Employee Performance:** Guides employees to achieve the highest levels of performance. Sets clear and compelling expectations for performance. Provides frequent and specific feedback to help employees meet or exceed expectations. Maintains effective records related to employee performance. Delivers specific, timely, and meaningful performance reviews.

Foundational

- **Use Technical/Functional Expertise:** Displays an appropriate depth of knowledge and skills as required for the position and commensurate with the time in class. Uses technology as appropriate for the position. Seeks additional knowledge and information to continually enhance knowledge in areas of specialty.
- **Be Accountable for Performance:** Actively shows responsibility, reliability, and trustworthiness. Ensures work and information are complete and accurate. Admits mistakes and looks for ways to improve. Models self as dependable and reliable. Follows up with others to ensure agreements and commitments have been fulfilled. Values the importance of team and organizational success. Independently takes action to influence events, to improve own or organizational performance and to promote the goals of the organization.
- **Provide Excellent Customer Service:** Anticipates, assesses, and responds effectively to the needs of diverse customers, both internal and external, providing consistently excellent service that is timely, accurate, courteous, and respectful.
- **Communicate Effectively:** Uses verbal and written skills effectively to ensure that information is successfully shared throughout the organization. Relates well to a range of people. Shows sensitivity to the needs of others. Demonstrates ability to build rapport and facilitates mutual understanding.
- **Work Safely:** Knowledge and application of relevant safety requirements that apply to the specific work being done. Recognizes and mitigates safety hazards on the job. Observes rules and regulations to comply with personal and workplace safety standards. Works to create a hazard-free, accident-free environment.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT


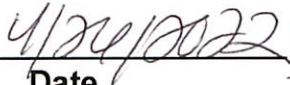
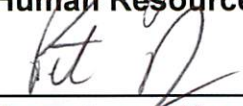
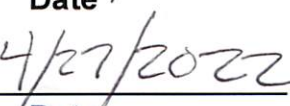

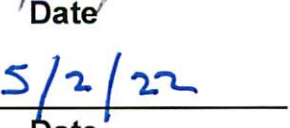
The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This work requires regular and punctual attendance at the office or other assigned locations; work requires the frequent exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires standing, walking and sitting and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, using of measuring devices and observing general surroundings and activities; work is generally in a moderately noisy location (e.g. business office, light traffic).

Authorization (for Archive)

The duties listed above 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.

The job classification does not constitute an employment agreement between the City of Richland and any employee and is subject to change by the City as the needs of the City and requirements of the job change.

	
Human Resources Director	Date
	
Department Head	Date
	
City Manager or Authorized Designee	Date