

City and Borough Sitka, Alaska

Class Specification

Class Title	Assistant Contract Coordinator/Office Manager
Class Code Number	1027
FLSA Designation	Non-Exempt
Pay Grade and Range	25
Effective Date	07-01-2014

General Statement of Duties

Assists in the overall planning, administrating and operating a variety of functions in the Public Works Office. Assists with coordination, monitoring and reviewing professional service contracts, construction contracts and other services agreements for the City and Borough of Sitka. The Assistant Contract Coordinator/Office Manager acts as a contract administrator and will assist in planning, organizing, and directing of the activities and functions of the Public Works offices, providing complex administrative support to the Director of Public Works and the Contract Coordinator/Office Manager as needed. Reports directly to the Contract Coordinator/Office Manager and assumes the full Coordinator/Office Manager duties in their absence.

Distinguishing Features of the Class

The principal function of an employee in this class is to perform professional and administrative work parallel to Contract Coordinator/Office Manager and in support of the Director of Public Works. This position will assist and coordinate, monitor, and review of professional service agreements, construction contracts and other service agreements. This position will oversee and/or perform a full range of administrative functions (e.g. web site development, development and implementation of a comprehensive electronic file management system, contract coordination and bid coordination). This position works under the direct supervision of the Contract Coordinator/Office Manager and supports the Director of Public Works, but functions with a high degree of independent judgment, initiative and discretion. This position will serve as the Contract Coordinator/Office Manager in their absence. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other department and city employees, state and federal officials and the public. The employee should possess strong interpersonal skills at all professional, political and social levels and have a high level of expertise in project planning, analysis, organizational skills, and technical implementation. As employee in this class should be an effective communicator, a decisive, goal-oriented, strategic thinker and a creative problem solver. The employee should be resourceful, have a willingness to accept diverse work assignments, and have the ability to coordinate numerous small and large projects. The principal duties of this class are performed at a professional level in an upper-level management office environment.

Examples of Essential Work (Illustrative Only)

- Assists with preparation of bid documents assuring compliance with city, state and federal regulations;
- Assists with preparation of contract documents, tracks contractor submittals, prepares pay requests and change orders and correlates project expenditures with the Finance Department;
- Prepares and types correspondence, memorandums, reports and related materials for the Contract Coordinator/Office Manager , Public Works Director and other related personnel as necessary and requested;
- Distributes official Public Works documents to all appropriate/affected departments and agencies;
- Processes work orders for all divisions/departments of Public Works including assigning accounts and project numbers and calculating all labor, material, inventory and equipment;
- Processes billing requests and bills appropriate charges;
- Processes purchase orders for the Public Works Department, including generating material receipts, establishing vendors and implementing an accounting system;
- Provides Notary services to the Department and the Public;
- Greets visitors to the department, dispenses information as requested, refers visitors to appropriate personnel, answers questions, hears complaints, takes actions to resolve problems and represents the Public Works Department in a courteous and professional manner;
- Processes vehicle and surplus equipment sale bids;
- Establishes and maintains departmental files, including project files, archives and street files. Maintains security over confidential matters and files and distributing such material only to appropriate sources;
- Coordinates travel schedules for appropriate Public Works administrative personnel;
- Performs special projects as requested by the Director of Public Works;
- Office machinery responsibilities (troubleshooting/supplies ordering, etc/coordinating maintenance);
- Maintains calendars and arranges and publicizes meetings as requested;
- Represents the Public Works Department as the first point of contact either through answering telephones or greeting the public;
- Performs administrative tasks or projects as assigned by the Public Works Director;
- Maintains and operates desktop computers, printers, and large document copier;
- Responsible for Public Works website design/maintenance;
- Maintains assigned department inventories and orders office supplies as necessary;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audiovisual materials to become and remain current on the principles, practices and new developments in assigned areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Performs other related duties as assigned.

Required Knowledge, Skills and Abilities

- Thorough knowledge of modern office procedures and equipment;
- Thorough knowledge of City computer networks and modern filing systems;
- Thorough knowledge of local government accounting principles, practices and procedures;
- Thorough knowledge of municipal purchasing procedures;
- Thorough knowledge the current practices and procedures involved in Public Works operations;
- Thorough knowledge of customer service policies, inventory, materials and equipment and vehicle charges;
- Ability to communicate well with others, both orally and in writing, using both technical and non-technical language;

- Ability to deal with a wide range of persons, including situations in which individuals may be upset over some issue involving City and Borough activities or policies;
- Ability in math to add, subtract, multiply, divide and derive percentages;
- Ability in writing to prepare correspondences according to standard business practices;
- Ability to accurately type materials at a reasonable rate of speed;
- Ability to learn City and Borough policies and Departmental rules, procedures, practices and objectives;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from high school or possession of a GED, an Associates Degree or equivalent in Office Management and/or Contract Administration or a related field preferred; and
- Minimum of 5 years related office experience, preferably within a municipality
- Minimum of 2 years of capital contract administration; or
- Any equivalent combination of experience, education and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- Notary Public
- Valid Alaska Drivers' License

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review documents in electronic and hardcopy form;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate computers and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to function in a general office environment and visit various work sites throughout the City and Borough.

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