



City of Klamath Falls

Position Description

Position: Public Works Executive Analyst	Group: Non-represented
Department: Public Works	FLSA: Exempt
Evaluated by: Public Works Director	Salary Grade: 121

Summary

Under the general supervision of the Public Works Director, the Public Works Executive Analyst is an exempt position under FLSA. The Public Works Executive Analyst works autonomously providing information and exceptional customer service to a wide range of people, organizations and groups who may have competing interests and concerns. An employee in this position is a member of the Public Works Department's Management Team and is the key support staff to the Public Works Director. The person in this position performs tasks of a varied, complex and often confidential nature.

Distinguishing Career Features

The Public Works Executive Analyst independently performs analytical and administrative work in support of City goals and objectives. Tasks are typically received in broad outline form and incumbents are expected to act independently to develop required resources and information. The Public Works Executive Analyst is distinguished from the Executive Administrative Assistant by the addition of analytical and budget responsibilities. It is the final position in the administrative support functions.

Essential Duties and Responsibilities

- Responsible compiling drafts and finalizing contracts and other documents working directly with internal and external constituents. Maintains official contract files with all original documents required for compliance by a public entity. Follows up on questions or discrepancies to ensure compliance. Works closely with the City Attorney on matters related to Contracts.
- Coordinates and compiles a number of official large reports. Activities include, advertisement, researching materials, drafting policies, preparing information reports and preparing/assembling final documents and/or addendums for publishing and/or distribution (e.g. annual Capital Improvement Program, Water Quality Report, Engineering Design Standard updates, bid books, procurement documents, etc.) Provides analytical and administrative support to the Director, Division Managers and Supervisors with tasks of a varied, complex and often confidential nature.
- Administrative support will include file maintenance and records retention in accordance with ORS regulations, travel arrangements, document review, scheduling, petty cash, accounts payable tracking and coding, answering a multi-line phone system, etc. The position is also responsible as needed to draft agendas, record and transcribe minutes of meetings (e.g. Traffic Control Board, advisory boards, etc.).

- Assists external consultants on a multitude of ongoing project needs by explaining or interpreting City policy or other regulations to ensure compliance with regulations and timelines.
- Represents the City on projects driven by the Strategic Planning Process that require City-wide cross functional teams. May act as the Team Lead when appropriate.
- Provides information to the public regarding a variety of different departmental services, procedures and/or refers them to the appropriate person or entity. Handles a variety of different requests for information from citizens, other agencies and media.
- This position currently provides 24-hour emergency response for 911 and, in addition, every Friday from 11:30 a.m. to 4:30 p.m. answers any call that comes to the after-hours line until the service starts picking up at 4:30 p.m., dispatching the appropriate crews to handle the emergent or after-hours situation.
- As assigned, his position may supervise administrative and clerical staff and may exercise functional supervision for other staff in the absence of their supervisor.
- May lead or participate on a variety of task forces and committees and provide work direction and guidance to Public Works Department staff.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

- **Knowledge and Skills**

Requires in-depth knowledge of the best practices and procedures of administrative, organizational, economic and procedural analysis. Requires a working knowledge of and skill in financial analysis, budgets and contracts. Requires knowledge in project planning. Requires knowledge of legal terminology and contract processes. Requires advanced knowledge of personal computer-based software programs that support this level of. Requires sufficient knowledge of proper English usage, grammar, spelling, and punctuation to prepare professional reports. Requires well-developed human relation skills to work productively and cooperatively with diverse teams, deal with private and sensitive information, conduct fact-finding, and exercise patience when dealing with internal and external customers.

- **Abilities**

Requires the ability to independently perform all duties of the position. Requires the ability to conduct research independently including the ability to plan, design, implement projects to reach an objective and employ critical thinking, analysis and judgment. Requires the ability to understand, interpret and apply operational, procedural, administrative, legislation, legal precedent, and policies, directives, and guidance. Must be able to learn, interpret, explain and apply knowledge of Public Works Department's organization, operations, programs, functions, special terminology used in the department to relieve a senior administrator of a variety of administrative details. Requires the ability to plan, organize and prioritize work in order to meet schedules and timelines. Requires the ability to work effectively in a multi-task and deadline driven environment and to make decisions under pressure. Requires the ability to effectively communicate both orally and in writing with staff, customers, and the public using patience and courtesy, and in a manner that reflects positively on the organization unit and City.

- **Physical Abilities**

Requires sufficient hand-eye-arm coordination to use a keyboard, plus arm/hand movements to retrieve work materials and operate a variety of general office equipment. Requires visual acuity to read words and numbers. Requires auditory ability to carry on conversations over the phone and in person, one-on-one, and in small groups.

- **Education and Experience**

The position requires a high school diploma or general education degree (GED) plus six (6) years of executive analyst/administrative work experience to include implementation, processing, completion and tracking legal contracts. Public Works knowledge and experience preferred.

- **Licenses and Certificates**

Requires a valid Oregon driver's license.

- **Working Conditions**

Work is performed indoors in an office environment with minimal exposure to health and safety risks. The duties of this position are performed in a well-lighted, temperature-controlled office environment. However, this position must often visit and perform work at the various off-site Public Works locations. The noise level in the work environment is usually quiet.

The City of Klamath Falls is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (ADA), the City of Klamath Falls will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.