



respect - Communication - Integrity - Teamwork - family

PUBLIC WORKS EXECUTIVE ANALYST

DEPARTMENT/DIVISION: Public Works/ Administration

GRADE: M-2

GROUP: Non-Represented

FLSA STATUS: Exempt

EFFECTIVE DATE: January 21, 2013

SUMMARY

An employee in this position is a member of the Department's Management Team. The position works autonomously reporting to the Department Director providing information and exceptional customer service to a wide range of people, organizations and groups who may have competing interests and concerns. The environment and job duties require professional maturity and political sensitivity with a sense of urgency. The Executive Analyst facilitates Management decision making by providing the analytical support necessary to meet the strategic goals of the organization. The position requires strong analytical skills, effective leadership and managerial skills with the ability to produce results with minimal supervision. Critical thinking, written and verbal communication skills are essential. Time management and the ability to work on multiple projects at one time are vital in addition to strong communication skills with the ability to engage citizens, other departmental heads, city employees and executive leadership. The person in this position performs tasks of a varied, complex and often confidential nature. He or she must be detail oriented, exercise independent judgment in matters which require consideration of the Director's and Division Managers' style and the City's policies, be self-motivated with an eye towards anticipating the needs of the Department, able to make decisions under pressure and in emergency situations and able to meet deadlines. This position currently provides 24 hour emergency response, dispatching the appropriate crews to handle the emergent or after hours situation. The position supervises Public Works administrative and clerical staff.

EXAMPLES OF DUTIES

Duties may include but are not limited to the following:

Responsible for the complete life cycle of Public Works Contracts including those with prevailing wage conditions. Requires 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 by contributing content. 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, , Transportation System Plan, etc.) Provides analytical and administrative support to the Director, Division Managers and Supervisors with tasks of a varied, complex and often confidential nature.

Analytical projects are complex and require conducting studies, researching best practices, comparing and contrasting data, interpreting, analyzing, and compiling the information in a manner that is useful and easily understood for use in decision making.

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.

Provides back up for Engineering and Human Resources and must be familiar with those procedures.

Represents Public Works on projects driven by the City's Strategic Planning Process that require City-wide cross functional teams. May act as the Team Lead when appropriate.

Carries cell phone and answers after hours and emergency calls twenty-four hours a day, 365 days a year. This individual can expect to receive multiple phone calls per day requiring logging of said calls (time, date, problem, name, address, phone number, city personnel dispatched) and dispatching of necessary City forces.

Functions as the public affairs officer for all City Public Works Departments by preparing press releases and providing statements to media regarding Public Works' activity. 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.

SUPERVISORY RESPONSIBILITIES

This position supervises all Public Works administrative and clerical staff and may exercise functional supervision for other staff in the absence of their supervisor.

QUALIFICATION REQUIREMENTS

EDUCATION and/or EXPERIENCE: High school diploma or general education degree (GED) and six (6) years of executive analyst/administrative work.

REQUIRED: Experience with Microsoft Office: Word, Excel, Access and PowerPoint programs. Experience with budget procedures, methods, and basic accounting practices. Ability to handle difficult people, situations and circumstances in a professional manner. Ability to type sixty (60) words per minute.

PRE-EMPLOYMENT

Job offers for this position are contingent on the individual passing a pre-employment drug screen.

KNOWLEDGE, SKILLS and ABILITIES

The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge of: general office practices; policies and procedures; proper English grammar, spelling and usage; business math including analytical processes and formulas; and alphanumeric filing systems.

Skill in: computer word processing and various software programs; creating complex documents that may include graphic and statistical material; evaluating various forms of research data; establishing and maintaining effective working relationships.

Ability to: communicate effectively both orally and in writing; work effectively in a multi-task and deadline driven environment; work politely and effectively with the public, co-workers, and others; maintain confidentiality; ability to make decisions under pressure.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand, and walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stoop, kneel, or crouch.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

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, 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.

