

Santa Ana - Public Works Projects Specialist



Publication Date

Thu Mar 12, 2020

City

Santa Ana

State

CALIFORNIA

Country

UNITED STATES

Application Deadline

Tue Mar 31, 2020

Salary

\$6,021.00 - \$8,069.00 Monthly

Organization Name

City of Santa Ana

Contact Name

Human Resources

Phone Number

(714) 647-5317

Email

lpham5@santa-ana.org

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO:

Implements, directs and coordinates various project and program activities in assigned areas. Prepares, reviews and monitors assigned program and/or project budgets. Compiles, maintains, monitors and processes budget expenditures and reimbursements. Provides staff support to higher level public works management staff. Acts as liaison with other agencies in relation to assignment. Conducts studies and special projects as required. Performs data collection and analysis. Prepares statistical reports and technical documents. Prepares reports and recommendations related to field investigations that impact assigned programs. Assists in preparation of Requests for Proposal and bid packages to solicit bids from consultants, contractors and vendors, including scope of services. Interprets and analyzes construction plans, specifications, and related documents. May be assigned to schedule and oversee the work of part time employees and assist in training new workers. Oversees outside vendors and contractors in administration of contractual services. Establishes and maintains filing and reporting systems, as necessary. Ensures areas of responsibilities are in compliance with related laws, codes, ordinances, and legislations. Advises supervisor of any irregularities in compliance. Responds to public inquiries and complaints in a courteous manner. Provides information related to the area of assignment. Explains or interprets policies and procedures to internal and external customers. Acts as liaison between residents

and City staff or contractors. Communicates with residents about proposed projects and programs, and explains project scope and timelines. Builds and maintains positive working relationships with coworkers, other City employees, contractors, and the public using principles of good customer service. May participate in work groups and attend public meetings. Prepares and makes presentations. Performs related functions as required.

MINIMUM QUALIFICATIONS:

Two years of responsible administrative experience performing duties for projects, programs, contract administration or specific functions in Public Works, or a related field; or an equivalent combination of experience and training which provides the following knowledge and abilities:

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: principles and practices of organization and project/program management and development methods used in Public Works, or area of assignment; general principles and approaches to public works construction; municipal government operations, budgetary process and controls; municipal codes and ordinances; the City's development process; research techniques, methods and procedures; principles of supervision and training; English grammar, punctuation and syntax for effective report and grant writing; current relevant software applications such as Word and Excel; techniques and methods used in the preparation and dissemination of information to the public.

Ability to: perform duties without close supervision; perform independent research on a variety of subjects related to Public Works projects and programs; assemble, organize, analyze, interpret and draw sound conclusions from factual information; develop and present research findings and communicate ideas effectively, both orally and in writing; write effective reports; learn, interpret and explain specific regulations, policies and procedures; understand local community problems and recommend feasible solutions; make presentations to community groups, committees, and the like; effectively oversee the work and training of part-time staff and/or vendors and contractors in administration of contractual services; establish effective working relationships with property owners, civic groups, other departments, coworkers and the general public; use tact and good judgment in contacts with the public in a culturally diverse community.

SPECIAL MINIMUM REQUIREMENTS

Must possess and retain a valid California Class C Driver's License as a condition of employment.

Must be willing and able to work irregular hours, including evenings, weekends and holidays, as needed.

HIGHLY DESIRABLE

A bachelor's degree in business, engineering, public administration, public policy, urban planning, finance or a closely related field is desirable but not required.

Bilingual fluency in English and Spanish is desirable.

SELECTION PROCESS:

All applicants are required to complete and submit a City application form and a Supplemental Application Form (SAF) online. Resumes or faxed copies will not be accepted in lieu of the City online application and SAF. <https://www.santa-ana.org/hr/job-seekers>