DEFINITION
Under limited supervision, performs specialized complex administrative, financial, and technical support functions for the Capital Improvement Program, project tracking and/or project management for the City’s Public Works Department.

ESSENTIAL FUNCTIONS
(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class). Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS
- Assists project managers with project schedule tracking.
- Tracks Performed a variety of complex and responsible administrative, financial, technical and/or customer service support functions;
- Researches, reviews/verifies data, prepares and processes program related documents and transactions for completion, accuracy, and conformance with established policies;
- Composes and prepares regular and ad hoc reports and other business correspondences as required;
- Designs and prepares departmental and city-wide forms and correspondence on procedural or informational matters;
- Implements and maintains various record keeping systems and contract compliance for program;
- Plans, arranges and coordinates meetings, conferences, workshops and handles office logistics.
- May assists in the preparation and monitoring of budgets; processes financial transactions including invoices and bills; audits and distributes revenue to accounts.
- Prepares and reviews budget changes coordinates grant applications and other administrative functions for compliance with department goals and policies;

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
- Knowledge of public works project system operations; organizational and management practices as applied to the development of projects; capital program planning, scheduling, monitoring, and tracking/processing of contractor/consultant submitted invoices; of grants and contract administration; methods and procedures of finance including grants accounting; application and interpretation of City, state and federal laws and regulations relevant to capital programs; trends and practices within capital programs.
- Skilled in preparing detailed reports, minutes of official meeting, maintaining confidential data and information, and establishing and maintaining effective working relationships; letters, plans, agreements and memorandums, in working with multiple and conflicting deadlines to complete projects, and in establishing and maintaining productive working relationships with both internal and external customers;
- Ability to work independently with little supervision, meet conflicting deadlines and division goals, and work with staff to complete assigned tasks in a timely manner;
- Proficient in operating office equipment including computers, electronic devices to include MS Office software packages such as Word, Excel, PowerPoint and Outlook and other industry related software.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS:
Work is performed in an office environment. Work may require frequent standing, walking, bending and lifting up to 15 pounds. Incumbents may be exposed to repetitive motion and vision to monitor.

QUALIFICATIONS
Any combination equivalent to training and experience that could likely provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be four (4) years progressively responsible experience providing advance/complex administrative support to the department or program. Must possess at the time of application and maintain a valid California Driver’s License.