



POSITION VACANCY NOTICE
CITY OF KETCHIKAN

February 26, 2019

SPECIFICS

TITLE: CONTRACT/GRANTS ADMINISTRATOR

DEPARTMENT:	Public Works	DIVISION:	Engineering
STATUS:	Regular Full-time	HOURS/DAYS:	Monday – Friday 8:00 AM – 5:00 PM
GRADE /STEP:	360 / A – K	DUTIES:	See attached job description
HOURLY:	\$28.94-\$33.58 DOQ	UNION STATUS:	YES

SPECIAL REQUIREMENTS:

Must have strong knowledge of municipal infrastructure and a background in procurement practices for governmental entities; have experience as a Civil Engineering Technician, familiarity with AutoCAD and file management; experience in field inspection, documentation and project management to facilitate the diverse nature of the public works role with contractors, developers and property owners. Ability to understand engineering plans and specifications is a fundamental requirement.

ADVERTISING REQUIREMENTS

POSITION CLOSES: March 12, 2019 @ 5:00 PM

APPLICATION MUST BE RECEIVED BY THE CLOSING DATE

WHERE: Local Only Statewide Pacific NW National

WHO: Ketchikan Daily News; Job Service

OTHER: City of Ketchikan Website

APPLICANT PROCESSING INSTRUCTIONS

**FOR APPLICATION AND COMPLETE JOB DESCRIPTION CONTACT:
THE CITY OF KETCHIKAN, 334 FRONT STREET, (907) 228-5631 OR ON-LINE AT
www.ktn-ak.us/jobs**

CITY OF KETCHIKAN IS AN EQUAL OPPORTUNITY EMPLOYER

PUBLIC WORKS CONTRACT/GRANTS ADMINISTRATOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under direction, performs a variety of contract and grant administration duties within Public Works; performs a full range of varied complex, sensitive, highly responsible, and confidential functions of a general, legal or specialized nature in support of the Public Works Department with only occasional instruction or assistance; exercise judgment and initiative, relieve assigned staff of clearly defined and delegated administrative or technical detail; and assist the Public Works Director with special programs, projects, and research.

The Public Works/Engineering Department is responsible for the overall coordination, supervision, and administration of the delivery of all City Public Works and Engineering services. The Public Works Contract/Grants Administrator must be well informed to provide a comprehensive source of information and assistance on City government activities and to support the Public Works Director in the task of providing the administration of the delivery of services. The Public Works Contract/Grants Administrator must perform these duties in a manner that reflects positively on the City and the Public Works Department. He/she is responsible for maintaining a level of professional expertise and image that promotes efficient use of the resources available.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Performs a variety of specialized contract and grant administration duties; including writing, administrating and finalizing contracts.
2. Performs a wide range of varied, complex, sensitive, highly responsible, legal, and confidential office administrative, and routine programmatic functions in support of assigned programs, division, and/or department; relieves supervisor of administrative work including contract review and construction, grant review and construction, investigating and answering complaints and providing assistance in resolving operational and administrative problems.
3. Serves as liaison between the general public, contractors, city staff, and various other outside groups and agencies; provides general and specialized information and assistance regarding assigned function that may require the use of legal knowledge, judgment, tact, and sensitivity and the interpretation of policies, rules, and procedures as appropriate.
4. Utilizes various computer applications, drafts and/or types, word processes, formats, edits, revises, and prints contract/grant documents, and any related documents, including other specialized and technical materials from rough drafts, dictation, modified standard formats, and brief verbal instructions.
5. Prepares a variety of engineering reports, studies, and technical documentation; maintains accurate records of project, including contracts, grants and budgets.

6. Oversees the collection, compilation, and analysis of information from various sources on a variety of specialized topics related to contracts/grant; prepares reports that present and interpret data, identifies alternatives, and makes and justifies recommendations.
7. Participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs and services; identifies resource needs; recommends and implements policies and procedures.
8. Assists in the development and administration of the annual Public Works division budget.
9. Prepares special reports and performs special projects that may require researching, gathering, and organizing information from a variety of sources; assists the director with special projects as assigned; researches information as requested.
10. Responds to questions and inquiries from the general public, developers, contractors, engineering professionals and city staff regarding contracts and grants.
11. Coordinates with state and federal agencies in security grants, permits, and variances, reviews procedures for compliance with state and federal agency codes and requirements.
12. As assigned, maintains compliance with federal and/or state agencies. Collects and analyzes data, prepares and reviews technical reports; coordinates with consultants and contractors.
13. Prepares technical specifications and procurement documents for the purchase of equipment and facilities and administers contracts.
14. Places orders for materials or supplies including negotiations with vendors and contractors; evaluates and recommends approval of payment to consultants or contracts.
15. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Contracts and contract administration.

Grants and grant administration.

Functions of public agencies including the role of an elected Council and appointed boards and commissions.

Organization, operation, and services of the City and of outside agencies as necessary to assume assigned responsibilities.

Basic principles and practices of supervision and training.

Office procedures, methods, and equipment including computers.

Computer applications such as word processing, spreadsheets, and databases.

Principles and practices of fiscal, statistical, and administrative research and report preparation.

Principles and practices of sound business communication.

Principles of business letter writing and report preparation.

Basic principles and practices of budget preparation and administration.

Records management principles and procedures including record keeping and filing principles and practices.

Methods and techniques of proper phone etiquette.

Mathematical principles.
English usage, spelling, grammar, and punctuation.
Customer service and public relations methods and techniques.

Ability to:

Understand and have familiarity with contracts (i.e., special/general provisions, prices, delivery, modifications, change orders, restrictive clauses, legal/bid procurements, legal ads, etc.) and understand the hierarchy of contractual issues.
Familiarity with programs and processes of primary granting agencies, including federal agencies.
Interpret and apply applicable federal, state, and local laws, codes, and regulations.
Excellent problem solving, decision making, organizational, interpersonal and communication skills.
Deal tactfully and confidently with internal and external customers at all organizational levels in independent and often stressful situations.
Strategical/critical thinking with the ability to analyze details for achieving objectives.
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
Learn and effectively utilize various software applications.
Learn and apply new information and skills.
Type or enter data at a speed necessary for successful job performance.
Perform mathematical calculations.
Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
Work independently and effectively communicate.
Work with individuals of diverse backgrounds.
Set priorities and work comfortably in a fast-paced, deadline driven environment.
Plan and organize work to meet changing priorities and deadlines.
Understand and carry out oral and written directions.
Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, press, or other agencies on sensitive issues in area of responsibility.
Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to completion of the twelfth grade supplemented by specialized or college level course work in business administration, office management, secretarial science, paralegal certificate, or a related field.

Experience:

Five years of increasingly responsible office administrative experience.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Grade: 3-60
Union: Yes-GG
FLSA: Non-Exempt
Date Approved: September 2011
Date Amended: n/a
Date Amended: May, 2010 (*Johnson & Associates*)

Human Resources Manager Approval

City Manager Approval