

City of Warrenton, Oregon

PUBLIC WORKS ANALYST

FT, PUBLIC WORKS ANALYST. Salary range 20: \$3,963.40 – \$4,817.54 monthly. Benefits including PERS/OPSRP, represented by AFSCME. **REQUIRES:** Valid Driver's License, HS diploma or equivalent, and pre-employment background check.

POSITION: Under general direction, the Public Works Analyst provides administrative and analytical support for and coordination between divisions within the Department of Public Works. Major responsibilities include contract administration; preparation and administration of grants and other outside funding programs; and complex analysis and preparation of special reports and studies; completes data acquisitions and transfer of meter reading data for utility billing purposes. Performs mapping and analysis assignments in the operation and use of Geographic Information Systems; performs other general and complex analysis; and other duties as assigned.

TRAINING & EXPERIENCE: Any combination of education and experience that provides the required knowledge, skills and abilities necessary for the Public Works Analyst; a typical way of obtaining the required qualifications is to possess an associate degree in finance, business, public administration, engineering, GIS or a related field or a related and relevant technical program certificate. (3) Years of progressively responsible experience performing local government administrative, analytical, budgetary, fiscal, policy, or program work requiring analysis and interpretation of data and program management. A bachelor degree in business, public administration, finance, and engineering, GIS or related field may substitute for one (1) year of related experience.

Resume and application are required. Application packets are available on our city website - ci.warrenton.or.us/jobs, or can be obtained from Warrenton Public Works 45 SW 2nd Street, Warrenton OR, 97146. Please submit applications to Public Works; email to publicworks@ci.warrenton.or.us; or mail to City of Warrenton Public Works, P.O. Box 250, Warrenton, OR 97146.

Open until filled.

“EOE”



City of Warrenton

Position Description

Position: Public Works Analyst	
Department/Site: Public Works	FLSA: Non-exempt
Evaluated by: Public Works Director	Salary Range: 20

Summary

Under general direction, the Public Works Analyst provides administrative and analytical support for and coordination between divisions within the Department of Public Works. Major responsibilities include contract administration; preparation and administration of grants and other outside funding programs; and complex analysis and preparation of special reports and studies; completes data acquisitions and transfer of meter reading data for utility billing purposes. Performs mapping and analysis assignments in the operation and use of Geographic Information Systems; performs other general and complex analysis; and other duties as assigned.

Essential Duties and Responsibilities

Essential duties may include (but are not limited to):

- Prepares and updates maps, drawings, plans, spreadsheets, data files and documentation from a variety of digital and non-digital sources.
- Provides support for other software applications such as meter reading, routing and financial software.
- Contract and grant administration and documentation; methods and techniques of effective technical, administrative and financial record keeping, report preparation.
- Performs GIS data maintenance, manipulation, analysis, extraction and generation assignments; performs basic data research, investigation and verification; updates and maintains files of other multi-media, video and digital pictures of streets and street problems for City use; constructs data tables; performs record keeping and inventory; documents and files data sources and map files for future reference.
- Provides contract administration and monitoring of operational and capital projects and budgets, operation/maintenance programs; ensures work is performed and completed in compliance with assigned contracts and agreements.
- May manage or assist vendor, consultant, and contractor contracts. Monitors, prepares, and renews agreements and contracts, verifies insurance, bonding, and licensing requirements are in accordance with City standards.

- Resolves and troubleshoots GIS-related problems; maintains computer hardware and accessories; provides basic GIS software and utility billing software training.
- Researches and prepares grant applications for federal, state and local funding sources in accordance with applicable standards, regulations and guidelines; administers and monitors grants and prepares quarterly, annual, and/or other periodic reports, as required by granting agencies. Works collaboratively with Finance Department to maintain accurate funding documentation for auditing purposes.
- Conducts complex surveys/studies, cost/benefit analyses, research and analyses on administrative, fiscal and operational issues; analyzes potential alternatives and makes recommendations.
- Provides assistance in resolving difficult and complex operational and administration problems; identifies problem areas and issues and proposes solutions.
- Prepares a variety of narrative and statistical reports, written correspondence, spreadsheets, presentations, etc.
- Operate various standard office equipment, including a personal computer and related software. Skilled in MS-Office including word processing, spreadsheets, and databases.
- May act as the City's representative and/or liaison with various federal, state and local public agencies and with business, professional and community organizations.

Other Duties

- As needed, may assist the Public Works Secretary; answer phones, perform office duties, etc.
- Attends staff meetings, specialized training and conferences.
- Coordination with other jurisdictions including interaction with the local community, County State and Federal agencies.
- Interaction with consultants/contractors.
- Provide other analysis and support as needed.
- Other duties as assigned by the Public Works Director.

Minimum Qualifications

Requires Valid Driver's License, HS diploma (or equivalent) and pre-employment background check. Any combination of education and experience that provides the required knowledge, skills and abilities necessary for the Public Works Analyst; a typical way of obtaining the required qualifications is to possess an associate degree in finance, business, public administration, engineering, GIS or a related field or a related and relevant technical program certificate. (3) Years of progressively responsible experience performing local government administrative, analytical, budgetary, fiscal, policy, or program work requiring analysis and interpretation of data and program management. A bachelor degree in business, public administration, finance, and engineering, GIS or related field may substitute for one (1) year of related experience.

Licenses, Certificates, and other Requirements:

Knowledge of:

- Geographic information system concepts, practices and techniques.
- Utility billing, metering and Microsoft software applications.

- Terminology, methods and techniques used in contract administration engineering maps and public record keeping.
- Public Works operations, responsibilities, functions and terminology; administrative research, analysis and report writing.
- Data gathering and research skills.
- Use of word processing, spreadsheet and relational database software.
- Operating system fundamentals and procedures for the use of computer systems and related equipment.
- Statistics, business math as applied to complex analysis.
- Principles and practices of organizational and public administration; principles, methods and practices of municipal finance, budgeting and accounting. Applicable City, County, State and Federal laws, ordinances and regulations.
- Internal and external customer service.

Ability to:

- Utilize various advanced computer software applications to carry out assigned responsibilities.
- Perform basic computations and computer analyses.
- Independently perform GIS assignments with initiative and creativity.
- Collect field data with GPS equipment and transfer to City mapping system.
- Communicate effectively orally and in writing.
- Establish and maintain effective working relationships with City staff and management, members of the public and others encountered in the course of work.

Desirable Qualifications:

The Public Works Analyst performs complex analysis and must have a complete and working knowledge of Microsoft Office suit of programs including Excel, Word, PowerPoint, Access and other software applications. The incumbent must be able to learn and understand common GIS techniques, processes and procedures; have greater exercise of problem-solving skills; have knowledge and working experience of business case analysis, such as time value of money, NPV and ROI; The Analyst may review and analyze operating and project budget requests/transfers, change orders, invoices, progress payments, budget transfers and fiscal alternatives; have good technical writing ability to generate complex reports, documents, and grant applications. The incumbent must have excellent customer service skills including internal customer service.

Interpret and apply laws, rules, regulations and procedures relating to Public Works operations, contract administration and grant programs. Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records and reports. Communicate clearly and concisely, both orally and in writing; review organizational, budgetary and administrative issues to develop solutions; conduct studies, surveys, analyze complex problems and data, evaluate alternatives and make sound recommendations. Confer with the Director, City Engineer and Department Managers on difficult and complex management/administrative issues. Perform highly detailed work on multiple, concurrent tasks; work under deadlines. Competently use computer applications; establish and maintain cooperative working relationships with others; provide effective customer service.

Physical and Mental Demands:

Usual office working conditions. Work is performed in an office environment requiring long periods of sitting with attention to a computer keyboard and video display terminals performing duties listed above. The noise level in the work environment is typical of most office environments with telephones, personal interruptions, background, and some street noise.

Some field/site is also included for (but not limited to): utility assessments, project inspections, facility/infrastructure verification, data collection, site reviews, report/mapping confirmation, etc. Occasionally this may be required in inclement weather.

City of Warrenton

Application for Employment

An Affirmative Action, Equal Opportunity, Employer



Applicant Information

Full Name: _____ Date: _____

Last _____ *First* _____ *M.I.* _____

Address: _____

Street Address _____ *Apartment/Unit #* _____

City _____ *State* _____ *ZIP Code* _____

Mailing
Address:

Address _____ *Apartment/Unit #* _____

City _____ *State* _____ *ZIP Code* _____

Phone: () _____ Alternate Phone: () _____

Email Address: _____ Date Available: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever been a City of Warrenton employee? YES NO If yes, when? _____

Are you now a City of Warrenton employee? YES NO Dept. _____

Do you have relatives employed by the City of Warrenton? YES NO If yes, indicate name, relationship, dept. _____

Do you possess a valid driver's license Class: YES NO State: _____

Endorsement: _____

(A valid driver's license is required only when stated on the job announcement.)

Office Skills

Typing Speed (wpm) : _____ Can you operate a computer? Yes _____ No _____

Do you speak a language other than English? YES NO If so, what language? _____

Computer Operation

Describe your computer operation skills, including programs used: _____

Equipment Operation

Describe your equipment operation skills related to the job for which you are applying: _____



Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

High School Equivalency? YES NO School: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Licenses and Certificates

List any school course or vocational training, licenses, certifications, or other qualifications which bear on your suitability for this position:

EMPLOYMENT HISTORY: Begin with your present or most recent job. List all jobs separately including on-the-job training, and volunteer work. Please be sure you completely describe in the section below the duties you performed which demonstrate that you are qualified to perform the duties for which you are applying. If in doubt about listing a particular job, it may be to your advantage to list it. Additional pages or a resume may be attached, but all statements on the application must be completed. Incomplete applications may result in disqualification. A resume does not substitute for an application. If a supplemental questionnaire is required, it must accompany this application.

Employment History

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO



Employment History continued

Company: _____ Phone: () _____
Address: _____ Supervisor: _____
Job Title: _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: () _____
Address: _____ Supervisor: _____
Job Title: _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____
Rank at Discharge: _____ Type of Discharge: _____
If other than honorable, explain: _____

Disclaimer and Signature

IMPORTANT: Employment with the City of Warrenton may require transfer to different shifts or work location. In accepting employment with the City you are consenting to such transfers. Federal law requires anyone employed by the City to present proof of identity and proof of authorization to work in the United States.

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

Veterans' Preference Form (ORS 408.230)

Veterans who meet the minimum qualifications for a position open for recruitment may be eligible for preference in employment under Oregon law. If you are a Qualified Veteran or Qualified Disabled Veteran and would like to be granted preference in the selection and hiring process for a specific posted job, please fill out this Veterans' Preference Form and provide proof of eligibility by submitting a copy of form DD-214 or 215 (Copy 4). This completed form and required supporting documentation must be submitted with your application for consideration for Veterans' Preference.

Qualified Veteran Questions: *Veterans' preference may be claimed if you check at least one of the boxes below and provide proof via form DD-214 or 215 (Copy 4)*

ORS 408.225(f) - I served on active duty with the Armed Forces of the United States:

- For a period of more than 90 consecutive days beginning on or before January 31, 1955, and was discharged or released under honorable conditions
- For a period of more than 178 consecutive days beginning after January 31, 1955, and was discharged or released from active duty under honorable conditions
- For a period of 178 days or less and was discharged or released from active duty under honorable conditions because of a service due to a service-related disability
- For a period of 178 days or less and was discharged or released from active duty under honorable conditions and have a disability rating from the United States Department of Veterans Affairs
- For at least one day in a combat zone and was discharged or released from active duty under honorable conditions
- And received a combat or campaign ribbon or an expeditionary medal for service in the Armed Forces of the United States and was discharged or released from active duty under honorable conditions
- And receiving a nonservice –connected pension from the United States Department of Veterans Affairs

Qualified Disabled Veteran Questions: *Additional preference may be claimed if you check at least one box below and provide proof of eligibility via a copy of DD-214 or 215 (Copy 4), and a public employment preference letter from the United States Department of Veteran's Affairs (letter may be requested by calling 800-827-1000)*

- I am entitled to disability compensation under laws administered by the United States Department of Veterans Affairs; or
- I was discharged or released from active duty for a disability incurred or aggravated in the line of duty; or
- I was awarded the Purple Heart for wounds received in combat

I hereby claim Veterans' Preference, have attached proof of eligibility as directed and certify that the above information is true and correct. I understand that any false statements may be cause for my disqualification, or dismissal, regardless of when discovered.

Signature: _____

Date: _____

Position Applied For: _____

This form and supporting documentation must be received City of Warrenton no later than the closing time and date of the job posting. If you have any specific questions, please contact the hiring department.

(503) 861-0823 or cityrecorder@ci.warrenton.or.us