

**CITY OF FORT BRAGG  
JOB DESCRIPTION**

**JOB TITLE:** PUBLIC WORKS ADMINISTRATIVE ANALYST

**REPORTS TO:** Assistant Director - Engineering      **TYPE:** Non-Exempt, FBEO  
*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.*

**POSITION SUMMARY:**

Position provides support to the Engineering Division of the City's Public Works Department and the Public Works Director. The Public Works Administrative Analyst reviews and processes minor Department purchases; manages the administrative/engineering budget; prepares press releases; and manages small, miscellaneous contracts. This person is the secretary for the Public Works & Facilities Committee, maintains public access files as required, and performs other related duties as necessary.

The Administrative Analyst performs research to identify and track funding sources, prepares a wide range of grant applications and proposals including completion of background research on project needs, description, and fit with funding guidelines. Prepares and presents related staff reports and recommendations to City Council or Committees; ensures compliance with complex and varied regulations of funding agencies; monitors projects and grants to ensure compliance with reporting requirements. Prepares and/or ensures submission of required reports to funding agencies.

The Administrative Analyst aids in the creation of capital project construction documents, is familiar with labor compliance and public contracting laws; monitors capital project budgets and timelines; works with the Finance Department to ensure that revenues and expenditures are accounted for in accordance with the contracts; acts as liaison with the public and contractors regarding funding matters.

**ESSENTIAL FUNCTIONS:**

**Physical Requirements:**

Answer telephone; use of hands for typing; reading comprehension and writing; giving and receiving oral instructions/information; computer literacy using diverse programs; oral communication with public; visual observation at meetings.

Constant sitting in office chair, keyboarding and visual contact with computer terminal; frequent walking, standing, writing, bending, and reaching; occasional lifting of items weighing less than 30 pounds, reaching and lifting above shoulders, carrying boxes of materials from one building to another, driving motor vehicle, climbing flights of stairs.

Employee must:

- Be sufficiently adaptable to accept and perform in a timely and effective manner work assignments that are outside the normal day-to-day routine.

- Maintain courteous, professional and effective working relationships with other City employees and members of the public.

**TYPICAL DUTIES AND RESPONSIBILITIES:**

*Essential duties may include, but are not limited to, the following:*

- Participate in the annual Public Works budget preparation process. Monitor Public Works account activity.
- Prepare written staff reports or present recommendations and findings to decision-making bodies such as City Council.
- Attend meetings for the purpose of preparing minutes (including the Public Works & Facilities Committee), notes, or other documentation of actions.
- Assist with the expedient processing of applications, forms, and other materials constituting the department's paper flow and record keeping.
- Responds to inquiries from the public and handles or directs to appropriate staff.
- Maintain Public Works' web page and social media presence, including monitoring social media activity.
- Produce press releases and other public outreach.
- Provide front desk/reception assistance from time-to-time.
- Monitor deadlines and assist in completion of reports required by the various regulatory agencies.
- Support Water Division with backflow device test reporting.
- Prepare grant applications and associated support documents.
- Oversee grants from preliminary research through close out.
- Monitor grant requirements during the project and prepare reports as required.
- Prepare grant close out documents; participate in any post-project audits.
- Ensure compliance with applicable contractual and Labor Standard requirements in coordination with City Clerk.
- Perform weekly payroll certifications, apprentice requests, fringe benefit statements, employee interviews, PWC-100 forms, etc. to ensure compliance with Department of Industrial Relations for construction projects.
- Assist engineering staff with capital projects including preparation of technical specifications, assemble bid documents, develop project timelines, and assist with bid opening.
- During construction tasks may including processing addenda, change orders, periodic pay estimates, create and maintain project files (paper and digital), attend project coordination status meetings or any other task associated with project construction and management.
- Perform other miscellaneous duties as assigned.

**MATERIALS, EQUIPMENT AND TOOLS:**

Computer terminal, keyboard, and other common business computer.

**SPECIAL REQUIREMENTS:**

Possession of a valid Class C or higher California driver's license.

**DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES:**

**Knowledge of:**

- Principle and practices of communicating, administering, and accounting for grants, contracts, and other Public works activities.
- Standards for accounting for financial transactions and preparation of financial reports.
- Strong writing, editing, and verbal skills for a wide variety of documents, and public communications.
- Specialized language and terminology of public works technical specifications, documents, and plans for capital projects.
- Computer software applications: Microsoft Office suite, typical bookkeeping/financial programs, social media applications, and other internet applications.

**Ability to:**

- Type at least 45 works per minute.
- Understand, interpret, and apply various Federal, State, and local laws and regulations for a variety of Public Works purposes.
- Perform responsible and difficult administrative work with accuracy, speed, and initiative.
- Communicate effectively, both orally and in writing.
- Analyze situations accurately and adopt an effective course of action in collaboration with management staff.
- Establish and maintain effective and cooperative working relations with department heads and supervisors, co-workers, and the general public.
- Organize work and priorities to meet deadlines in a very fluid work environment.
- Compose and prepare correspondence, Requests for Proposals (RFPs), and other written work products.

**REQUIRED EXPERIENCE/EDUCATION**

- Bachelor's Degree from an accredited college or university, with major course work in business or public administration, accounting, or a closely related field.
- Three (3) years of progressively responsible related experience.
- Exceptional directly related experience may be considered in lieu of educational requirements.

**NOTE:** *Accommodations may be made for some of the essential functions/requirements listed for qualified individuals who require and request such accommodation, due to a qualifying disability.*

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