

MANAGEMENT ASSISTANT (PUBLIC WORKS)

DISTINGUISHING FEATURES OF THE CLASS: Under supervision of the director of the Engineering Division, the incumbent assists in the study, coordination, and implementation of Capital projects. This work involves extensive coordination with a broad range of County and municipal officials, and residents, to plan and complete projects on a timely basis, resolve client and community issues, and minimize disruption. Supervision is not normally a responsibility of this position although it may be exercised on a project basis. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assists with and participates in the development and implementation of project objectives and schedules to insure timely completion and cost control;

Participates in regular reviews of on-going departmental projects and operations regarding their timely completion, budget control, and coordination with departmental or municipal operations;

Assists with and coordinates the activities of various agencies and departments involved with major capital projects;

Prepares proposals for grant applications and other special funding resources for capital projects and studies;

Insures the appropriate and timely reporting of statistics, inspections, regulatory compliance, studies, and other documentation as required;

Acts as a liaison between County departments, municipal officials and the County on capital projects and departmental operations;

Attends job meetings and scheduling sessions with the engineers and contractors;

Coordinates community outreach programs to meet information needs of municipality and residents;

Assists in the preparation of capital budget requests.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of public administrative and operational processes, techniques and procedures in the planning and implementation of major capital projects; thorough knowledge of the procedures involved with the development and completion of contracts; tact in the negotiation of conflicts; ability to communicate effectively both orally and in writing; initiative; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelors Degree* and either: (a) three years of experience in contract development or public administration; or (b) a Master's Degree* in Business Administration or Public Administration and one year of experience as stated in (a); or (c) an equivalent combination of the foregoing training and experience.

SUBSTITUTIONS: Satisfactory completion of 30 credits toward a Masters Degree* in Business or Public Administration may be substituted for each year of required experience. Satisfactory completion of a one-year Public Administration internship may be substituted for one year of experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.