

POSITION CLASSIFICATION DESCRIPTION

COMPLIANCE SPECIALIST

Under the direct supervision of the Public Works Director, provides assistance in managing the 5 year Capital Improvements Program, reviewing contracts and agreements, budget coordination for the Public Works Department, enterprise rate adequacy and cost of service reviews, attending meetings, collecting data and issuing permits.

ESSENTIAL FUNCTIONS

Track, review and prepare contracts and agreements for compliance with City procedures and practices. Process invoices for contractor and professional service agreement payment;

Make oral presentations to groups of individuals, such as City Council and Public Works Committee;

Manage Capital Improvement Program budget and give committee reports on the same;

Review enterprise rates for revenue adequacy and proper cost service allocation and make recommendation for changes;

Administer web site updates and coordinate information technology (IT) needs for Public Works with the City IT Officer;

Assist in preparation of annual department budget request and budget report,

Administer utility rate freeze program;

Facilitate equipment bid process for Public Works Divisions,

Coordinate identity theft program for utility customer protection;

ADDITIONAL TASKS

May hire, supervise and manage temporary employees;

Performs related duties as required.

ENVIRONMENTAL FACTORS

Works primarily in a controlled office environment;

Will be required to occasionally travel to construction job sites to meet with contractors and/or city staff to review ongoing projects.

MINIMUM QUALIFICATION REQUIREMENTS

Four year accounting or business related degree with a strong understanding of financial processes. Must have ability to read and interpret contracts and agreements. Strong written and verbal communications skills with excellent presentation skills. Basic knowledge of federal and state laws, as well as City ordinances applicable to Public Works. Ability to establish and maintain effective working relationships with a wide variety of people. Shall have sound decision making skills and be able to reason logically. Demonstrated computer skills with working knowledge of common office software used by Public Works. Must possess a valid driver's license.

Established: 12-08

Approved by: _____