



Name			
Position Title	Office Coordinator - Engineering	Department	Engineering
FLSA	Non-Exempt	Reports To	Deputy Director of Engineering and Public Works
Pay Grade	7	Unit	Non-Represented
FTE	1.0 FTE		

Purpose of Position

The position of Office Coordinator is an essential member of the management team with responsibilities spanning across the overall administrative operations within the umbrella of the engineering and public works departments. This position is responsible for ensuring productivity, quality control, financial bookkeeping, and enhance operational procedures. This position interprets and implements policies, processes, and practices across the department. As a direct report to the deputy department director, this position is responsible for drafting professional contracts and agreements, memos, press releases, meeting agendas and minutes, resolutions, posting open department positions, and managing the director's and the management team's schedules. This position is responsible for scheduling the departments' administrative staff in accordance with office hours while also mentoring team members and findings ways to increase quality of service and implement best practices across all levels.

Essential Duties & Responsibilities

The following duties are normal for this position. The duties and responsibilities are not to be construed as exclusive or all-inclusive. Other duties may be required and/or assigned.

- Assembles, uploads, posts, and publishes materials for electronic project bidding. Provides direction to, and acquires materials from, bidders, contractors, and permit applicants, including confidential financial information. Oversees bidder's proofs and requirements. Coordinates with Finance Department on contracts. Manages public notifications and distribution of specifications and addenda for public projects bidding. Maintains databases of contractors, consultants, and insurance and bonding information.
- Prepares public works contracts, performance payment bonds, and contract forms. Manages project set-up and close-out procedures for contracts and payments, including project creation and tracking using the Procore PMSS. Proofs and corrects bid computations. Reviews and analyzes all bid materials. Coordinates annual list of monthly project tracking for bidding and delivery of public works projects.
- Manage the department income account. Assists director with tracking, projection, and setting of annual operating budgets. Authors monthly and annual reports to Common Council, tracks engineering projects, and reviews appropriation of funds with City Engineer for bidding. Manage the office's strategic plans.
- Assist with financial bookkeeping/accounting such as processing invoices, billing statements, purchase orders, requisitions, payments, submit invoice, and other financial transactions.
- Mentor and assign tasks to administrative LTEs and Interns on various office systems and tasks. Submits NeoGov requisitions for administrative LTEs. Coordinate and facilitate interdepartmental collaboration administrative assistance with all divisions of public work.
- Manage the departments leases, generate invoices, process payments, and ensure leases are current.
- Manages, coordinates, and prepares all Weights & Measures activities and billing with the State of Wisconsin and hundreds of local businesses. Manages processes for permitting and licensing for approvals and for annual renewals.

- Prepares legislation, attachments, and other materials for Legistar for weekly Board of Public Works and monthly Common Council (and standing Committee) meetings. Assists deputies with preparation and submittal of special assessment and related legislation.
- Manages department's office inventory of equipment. Orders office, computer, and field equipment and makes purchases for engineering office and field staff. Returns and deposits funds, bills city departments and public for prints and maps. Photocopies, scans, edits, and authors a variety of written and plan materials.
- Compose correspondence, reports, templates, leases, forms, schedules, and other materials from written and oral instructions. Compose and distribute routine correspondence, public notices, schedules, and other materials for general distribution and/or approval of management.
- Manages archiving of public works projects, including contract documents.
- Performs public reception tasks. Greets, screens and directs visitors. Answers inquiries or refers to appropriate person or agency. Answers and directs incoming telephone calls.
- Coordinates processing and issuance of various permits across the department. Reviews and issues permits. Prepares and processes permits and invoices in MUNIS and EnerGov.
- Maintains regular and predictable attendance.
- Maintains record confidentiality as needed.

Additional Duties & Responsibilities

While the following tasks are necessary for the work of the department, they are not an essential part of the purpose of this position and may also be performed by other department staff.

- Performs routine office machine maintenance. Purchase supplies and oversee inventory.
- Processes outgoing mail and packages. Picks up office supplies and packages.
- Distributes informational materials to Common Council.
- Monitors and maintains appearance, cleanliness, and stocks conference rooms and office areas

Minimum Training & Experience Requirements

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- Two (2) year degree and five (5) years' office and administrative assistant experience; four (4) year degree and two (2) years' experience; or any combination of education and experience that provides equivalent knowledge, skills and abilities.
 - Must demonstrate proficiency in Microsoft Office Suite, including Word, Excel, Outlook, PowerPoint, and Access; Adobe Acrobat or PDF Converter for document and permit creation and editing; and web-based forms for electronic bid hosting, data entry, permitting, and results publications. Desirable minimum typing speed/accuracy of 40 wpm.
 - Ability to communicate orally, and in writing, with supervisors, staff, elected officials, and the public.

Physical & Mental Requirements

Language Ability and Interpersonal Communication

- Ability to counsel, mediate, persuade, convince and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations. Ability to work cooperatively with City employees, elected officials, and the public at large.

- Ability to communicate orally and in writing with Common Council, contractors, state/federal regulatory agency personnel, consulting engineers, city employees, permit applicants, real estate brokers, attorneys, property owners, skilled tradespersons and inspectors, and the general public.
- Ability to analyze and categorize data and information to determine the relationship of the data with reference to established criteria/standards. Ability to compare, count, differentiate, measure, assemble, copy and record and transcribe data and information. Ability to classify, compute and tabulate data.
- Ability to utilize a variety of advisory data and information such as bid documents, invoices, billing statements, requisitions, purchase orders, assessment sheets/rolls, affidavits, assessment objections, time sheets, wage schedules, meeting agenda, meeting minutes, contracts, change orders, legal descriptions, petitions, project plans, permit applications, legal notifications, department forms, department activity reports, annual report, resolutions, ordinances, lists, schedules, computer software operating manuals, statutes, procedures, guidelines and non-routine correspondence.

Mathematical Ability

- Ability to add and subtract, multiply and divide, work with fractions and decimals, and perform basic statistical analysis, such as percentages, averages, and graphical trends.

Judgement and Situational Reasoning Ability

- Ability to use functional reasoning and apply rational judgment in performing diversified work activities.
- Ability to exercise the judgment, decisiveness, and creativity required in situations involving the evaluation of information against measurable criteria.

Physical Ability

- Ability to operate a variety of office equipment including computers and monitors, tablets, smart phones, television, photocopier, roll-plotter, typewriter, telephone, fax machine, calculator/adding machine, pager, and two-way radio.
- Ability to coordinate eyes, hands, feet, and limbs in performing movements requiring skill and training, such as data entry.
- Ability to exert light physical effort in sedentary to light work, but which may involve some stooping, kneeling, lifting, carrying, pushing and pulling.
- Ability to recognize and identify individual characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.

Environmental Adaptability

- Ability to work under safe and comfortable conditions where exposure to environmental factors such as repetitive computer keyboard use poses a very limited risk of injury.

The City of La Crosse is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.