

## **CLASS TITLE: PUBLIC WORKS PLANNING & INTERGOVERNMENTAL ADMINISTRATOR**

**PURPOSE OF THE CLASSIFICATION:** Under direction is responsible for professional level administrative work in the management of projects requiring coordination with other governmental units and agencies, NPDES Stormwater Permit and legislative issues; development of department long-range plans, federal funding program, outside water sales and contracts; and other related assigned duties.

### **ESSENTIAL TASKS:**

- Supervises the collection, analysis, and interpretation of data relating to federal grants and capital expenditures
- Plans, develops, and coordinates federal grant funding activities
- Manages, coordinates, and monitors various projects for appropriate federal and state compliance
- Manages the 208 planning process, federal funding program, and all outside water sales and contracts in some positions
- Administers NPDES Stormwater Permit in some positions
- Keeps Public Works and the Utility Board informed of relevant legislative issues
- Maintains detailed records of departmental capital needs
- Monitors proposed legislation and regulations and advises City officials of potential impact on Public Works operations
- Contacts and meets with elected officials or designated staff members of other governmental agencies concerning items related to Public Works functions
- Interprets federal and state regulations
- Negotiates and monitors permits
- Makes formal presentations to groups
- Prepares capital improvement plan studies for submittal to the Urban Development Department
- Negotiates with state and federal agencies on all grant related matters
- Acts as Public Works Department liaison with City Council, utility authority, boards, agencies and other units of governments on grant related matters and regulatory activities
- Maintains close contact with departmental committees, study groups, and divisional representatives concerning activities directly affecting them
- Must report to work on a regular and timely basis

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

### **QUALIFICATIONS:**

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in public or business administration, urban studies, or a closely related field and four (4) years of administrative experience involving government programs, grants and related areas, as well as planning functions; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of the organization and operation of different levels of government; considerable knowledge of the federal program process; considerable knowledge of water, wastewater, and stormwater technical related issues; considerable knowledge of municipal budgetary practices and procedures; considerable knowledge of financial planning; and good knowledge of intergovernmental program and process administration and planning. Ability to collect, analyze and interpret technical data; ability to prepare and effectively make detailed presentations to large groups of individuals; and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; frequent lifting up to five pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, handling, feeling, smelling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

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Licenses and Certificates: Possession of certificates in Permit Writing, State Revolving Fund (SRF) and Environmental Protection Agency (EPA) related rules and regulations in some positions; and possession of a valid Oklahoma Class "D" Operator's License.

**WORKING ENVIRONMENT:** Working environment is primarily indoors in an office setting.

**Class Code: 2008**

**EEO Code: E-02**

**Pay Code: EX-40**

**Group: Engineering, Planning and Technical**

**Series: Planning**

**Effective Date: July 1, 2000**