



PUBLIC WORKS MANAGEMENT ANALYST II JOB DESCRIPTION

Job Title: Public Works Management Analyst II Job Code: PW 100M

Pay Grade: 24

Effective Date: March 2021

FLSA: Exempt

Revision Date: March 2021

NATURE OF WORK

Under limited supervision, prepares extensive administrative analysis, studies and research projects regarding County and departmental practices, procedures and operations; performs complex organizational and budget studies; assists in designing, coordinating and implementing projects and programs as assigned; prepares reports, both analytical and statistical; makes recommendations, including methods for implementation on a broad range of assigned subject matter areas; assists various operating departments on specialized administrative problems including staffing requirements and equipment usage levels; and performs related work as required.

ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Develops implements, coordinates, manages various programs, projects, budgets, grants, and activities as assigned, and performs a variety of confidential administrative work.
- Facilitates effective communications and information exchanges regarding programs and services; cultivates and manages relationships with key stakeholders; conducts oral and written briefings on issues and developments affecting assigned areas.
- Oversees grant management activities; leads the department's project control system to include working with program and project managers to evaluate project status and provide recommendations to address deficiencies and to communicate progress to stakeholders; interfacing with program/project managers to identify and proactively respond to project budget variances.
- Conducts technical research and management analysis; prepares detailed reports on assigned projects and makes recommendations on issues concerning the functions and operations of assigned programs and various confidential issues to include producing reports, summaries, budgets, correspondence, and public information.
- Researches current and new developments affecting assigned programs, evaluates potential impact, and coordinates compliance as necessary.
- Prepares financial reports and special analyses, including research, data analysis, supporting documentation, notes, statistical tables, schedules and other supplemental information as required.
- Participates in revenue and cost projections including historical costs and revenues trends, fund analysis, current economic patterns, and future directions.

- Facilitates payments, reimbursements, auditing, and reporting, and to ensure appropriate project and/or grant accounting and other project/grant/financial management activities.
- Provides training to staff. Identifies and suggests improvements to department services and works with other management staff to streamline processes.
- Assist in developing and performing analysis related to service charges, central cost allocations, equipment rental rates, financial impacts from contracts, agreements, and county policies; perform cost versus benefit analyses and other special studies, projects, and research for department as requested.
- Provides staff support to departmental management; facilitates and coordinates interdepartmental projects; provides analytical support for financial, operational and organizational issues; coordinates and manages assigned special projects.

WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed in a standard office environment and involves sitting for extended periods, standing, walking, bending, reaching, and lifting of objects up to 30 pounds.

EMPLOYMENT STANDARDS:

Bachelor's degree in Accounting, Finance, Business Administration, or a related field and three (3) years of related experience.

A valid Driver's License is required.

KNOWLEDGE AND SKILLS:

Knowledge of:

- Government Accounting Standards Board (GASB), Generally Accepted Accounting Principles (GAAP), Washington State Auditor's Budgeting Accounting & Reporting System (BARS), and all applicable laws and regulations.
- Applicable provisions within the Revised Code of Washington (RCW) and Washington Administrative Code (WAC).
- Financial and statistical analysis and research techniques.
- Automated financial systems and software.
- Fiscal records, complex reports, and documentation.
- County organization, operations, policies and procedures.
- Microsoft Products and accounting software.

Skills in:

- Effective and efficient oral and written communication.
- Developing and implementing programs, policies, and/or procedures to achieve specific goals and objectives.
- Ability to research, plan, develop, monitor and close grants and project budgets.
- Research, interpret, apply, and explain rules, regulations, policies and procedures related to assigned work function.
- Strong analytical and collaborative skills.

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- Ability to clearly communicate complex information to a wide range of audiences.
- Analyzing financial impacts of internal and external regulations, trends, and changes
- Establishing and maintaining effective working relationships with staff, County officials and departments, outside agencies, vendors, and the general public.