



# Contracts and Planning Coordinator

Agency/Department: Planning and Engineering

Supervisors: Project Engineer & Construction Manager

## JOB SUMMARY:

Under the general direction of the Project Engineer & Construction Manager and, depending upon assignment, work is performed independently or in conjunction with other department and District staff. This position coordinates contracts for the Engineering & Operations Department relating to the District's Capital Improvement Program and other general District projects. This position also facilitates and coordinates various aspects of private land development and prepares reports related to the sewer, water, and recreation activities of the District. Performs related work as required.

## DISTINGUISHING CHARACTERISTICS:

This classification functions at the advanced journey level. Positions at this level are distinguished from other positions within the administrative support series by the level of responsibility assumed, confidentiality, and the complexity of duties assigned including contract administration, land development review and coordination, preparing administrative reports in areas such as budget development, projects, and department programs, as well as providing support to management and professional staff which requires frequent use of tact, discretion, initiative and independent judgment. Employees at this level are required to be fully competent in all procedures related to assigned areas of responsibility, and may be required to perform department-related special administrative assignments or projects, and provides support to departmental staff, management, contractors and consultants.

## SUPERVISION RECEIVED/EXERCISED:

Receives direction from the Project Engineer & Construction Manager and/or the Engineering & Operations Manager.

## EXAMPLES OF ESSENTIAL FUNCTIONS:

- Prepares and manages District contracts for all departments. Contracts may include: concessionaire, vendor, construction, maintenance, master agreements, and others as applicable.
- Performs a wide variety of complex, responsible and sensitive administrative duties for department heads and confidential personnel, including providing routine analytical and technical support.
- Coordinates all aspects of District contracts, bidding, and project close-out.

- Prepares and files environmental documents for CEQA compliance.
- Prepares and submits permit applications for Placer County, TRPA, and Lahontan RWQCB.
- Aids in the preparation of bid documents. Bid documents may be generated entirely in-house or through hired consultants.
- Reviews and comments on private or District projects to ensure applicable District requirements are met. Performs and approves plan checks for residential or small commercial projects.
- Tracks and monitors projects and tasks; reviews finished materials for completeness, accuracy, format, compliance with policies and procedures, and appropriate English usage.
- Researches and recommends grants, prepares grant applications; administers grant contracts; coordinates with funding agencies and various District departments to comply with grant contract provisions.
- Participates in the preparation of comprehensive budget documents; assists in preparation, revision, and administration of the annual operational and capital improvement budgets; prepares cost estimates for budget recommendations; monitors and controls expenditures.
- Assists in the planning of the District's Capital Improvement Program.
- Assists and/or coordinates with other District staff in the implementation of State, Federal, or other agency's water conservation regulations. Manages, or assists other District staff, in water conservation programs.
- Works closely with the department and division heads to maintain an in-depth awareness and knowledge of the department's and District's issues, philosophies, goals and objectives, and assisting in developing related strategies; works collaboratively with other District staff.
- Researches, compiles and summarizes a variety of informational or statistical materials from multiple sources; prepares a variety of studies, reports, plans, manuals, and related information for decision-making purposes, special projects, and training.
- Prepares documentation and coordinates with property owners and Placer County Recorder's Office for submittal and recording of easements and other necessary recorded documents.
- Annually reviews Community Facilities District Assessment.
- Prepares and submits annual Water Licenses, Water Permits, and Water Applications to the California Department of Public Health.
- Investigates and follows-up on citizen requests for service, complaints, and requests for information.
- Provides information and resolves moderately complex complaints which regularly requires the use of judgment and the interpretation and application of policies and procedures.
- Manages special programs or assignments as assigned. Examples of programs include the District's Fats, Oils, and Grease (FOG) Program, sewer line testing.

- Independently responds to letters and general correspondence not requiring the attention of professional personnel.
- May represent the District at various meetings and functions.

#### MINIMUM QUALIFICATIONS:

*Any Combination of education and/or experience that provides the required knowledge, skills, and abilities to perform the essential functions of the position. A typical combination includes:*

#### EDUCATION AND EXPERIENCE:

- Equivalent to an Associate of Arts degree from an accredited college or university or five (5) years experience in a position providing advanced administrative and planning support and
- A minimum of at least three (3) years of related experience in a high level administrative and planning support position with responsibility for providing administrative support to executive and/or political personnel.

#### KNOWLEDGE OF:

- Office administrative procedures such as business letter writing; organization and function of District, including role of elected officials and appointed board and commission members; correct English usage, including spelling, grammar, punctuation and vocabulary; office management techniques and budgeting principles and practices.
- Computers and computer software such as word processing, spreadsheets, inter-relational databases, and project scheduling software; modern office practices and procedures.
- Engineering fundamentals and terminology.

#### ABILITY TO:

- Read, review, comment, and decipher plan specifications, ordinances and rules;
- Provide varied, responsible and confidential administrative support for a department or division head, and confidential personnel;
- Interpret, apply and explain complex policies and procedures;
- Use tact, discretion, initiative and independent judgment within established guidelines and establish and maintain effective working relationships with employees, supervisors, other departments, officials and the public;
- Research, compile and summarize a variety of informational materials;
- Compose correspondence independently or from brief instructions; accurately record and maintain records; communicate effectively verbally and in writing
- Recommend solutions and adopt effective courses of action; plan, organize, and schedule project priorities.

#### LICENSES:

- Possession of a State of California or Nevada driver's license along with a driving record acceptable to the District and the District's insurance carrier.

#### TOOLS AND EQUIPMENT USED:

Standard municipal office machines such as personal computer, 10-key calculator, phone, cell phone, dictation machine, fax and copy machines. Software application such as Microsoft Word, Excel, Outlook, Access, Microsoft Project, and Visio.

**PHYSICAL DEMANDS:**

***The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job in compliance with Americans with Disabilities Act (ADA) requirements. On a case-by-case basis, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.***

Work is performed mostly in office setting. Some outdoor work may be required in the inspections of various land use developments, construction sites, or District facilities.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, bend, kneel, crouch, or crawl; talk or hear; and smell.

The employee will occasionally be required to lift up to 20 pounds and may need to carry for approximate distance up to 50 feet.

**WORK ENVIRONMENT:**

***The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.***

The noise level in the work environment is usually quiet, but can be moderately noisy depending on specific location. The work environment can be quite hectic and requires an ability to perform multiple tasks.

While performing the duties of this job, the employee is occasionally exposed to dust, pollens, and fumes.

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**FLSA Exemption status:** Non-Exempt Classified  
**Employee Unit:** General Unit  
**Job Family:** Planning and Engineering  
**Class Progression:** Contracts and Planning Coordinator

Date of Last Revision: 5/14/2013

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Approved By: Signed by Duane Whitelaw

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