



Contracts and Planning Coordinator

DEFINITION:

Under direction, coordinates contracts for the Engineering and Operations Department relating to the District's Capital Improvement Program (CIP) and other general District projects; facilitates and coordinates various aspects of private land development such as plan check reviews; and performs tasks in support of grant funded opportunities and projects.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from assigned management and supervisory staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS:

This is a fully qualified journey-level classification. Positions at this level perform the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only):

Reasonable accommodations may be made, on a case-by-case basis, to enable individuals with disabilities to perform the essential functions of the job.

- Performs a wide variety of complex, responsible administrative and technical support tasks in support of the District's CIP, projects and grant funded programs.
- Investigates and follows-up on citizen, developer or contractor requests for service, complaints, and requests for information as it relates to the planning process.
- Provides information and resolves moderately complex complaints which regularly requires the use of judgment and the interpretation and application of policies and procedures.
- Prepares and manages District contracts for all departments; contracts may include but are not limited to concessionaire, vendor, construction, maintenance, master and professional service agreements.
- Coordinates all aspects of District contracts, including the preparation of project specifications and related bid documents; organizing the vendor evaluation and selection process; and project close-out including any fees or expenses;
- Performs and approves plan checks for residential or small commercial projects; reviews and comments on private and District projects to ensure applicable District requirements are met; works with all interested parties to resolve issues.
- Provides technical support in the preparation, revision, and administration of the annual operational and capital improvement budgets by preparing cost estimates for budget recommendations; and monitoring expenditures.
- Provides technical support to the grant funding process; researches and recommends grant funding opportunities; prepares grant applications; administers grant contracts; coordinates with funding agencies and various District departments to comply with grant contract provisions.

- Represents the District at various meetings and functions as they relate to assigned areas of responsibility.
- Assists and/or coordinates with other District staff in the implementation of State, Federal, or other agency's water conservation programs and regulations.
- Works 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, to allow for assistance 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 County Recorder's Office for submittal and recording of easements and other necessary recorded documents.
- Prepares and submits permits, licenses and related operational requirements and associated applications to regulatory agencies.
- Observes and complies with District and mandated safety rules, regulations, and protocols.
- Prepares and processes permits and environmental documents for District projects. Includes CEQA Compliance, Placer County, TRPA, and Lahontan permitting.
- Performs annual review of Community Facilities District Assessment.
- Performs other related duties as assigned.

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:

Associate of Arts degree with major coursework in planning, land development or a related field or combination of work experience that provides the required knowledge, skills, and abilities to perform the essential functions of the position; and three (3) years of increasingly responsible administrative or technical support to a planning program, preferably in a utility's environment.

KNOWLEDGE OF:

- Basic planning and land development principles and practices within a utility's environment.
- Methods and techniques of conducting plan reviews and commenting on methods of complying with mandated requirements.
- Basic engineering fundamentals and terminology relative to the plan check process.
- Basic principles and practices of budget development and administration.
- Sources for grant funding opportunities.
- Principles and practices of grant funding administration.
- District and public procurement and bidding processes.
- Methods and techniques of preparing bid documentation.
- Principles and practices of contract administration.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- Organization and function of District, including role of elected officials and appointed board and commission members.
- Business administration methods and techniques.
- District and mandated safety rules, regulations, and protocols.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

ABILITY TO:

- Perform a diverse range of technical and administrative tasks in support of the District's CIP, land development and grant funding programs.
- Read, review, comment, and decipher plan specifications, ordinances and rules.
- Conduct plans reviews and prepare comments on compliance requirements.
- Interpret, apply and explain complex policies and procedures.
- Source and prepare applications for grant funding.
- Oversee and administer grant related contracts.
- Ensure the bidding process and documentation are in compliance with District and mandated requirements.
- Monitor expenditures and submit reports on status of the budget compliance.
- Research, compile and summarize a variety of informational materials.
- Compose correspondence independently or from brief instructions; accurately record and maintain records.
- Recommend solutions and adopt effective courses of action.
- Plan, organize, and schedule project priorities and meet critical time deadlines.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

LICENSES AND CERTIFICATIONS:

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

TOOLS AND EQUIPMENT USED:

Modern office equipment such as use of personal computer, word processing and other Microsoft office software, 10-key calculator, phone, cell phone, wide format printer, fax and copy machines.

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 the Americans with Disabilities Act (ADA) requirements. Reasonable accommodations may be made, on a case-by-case basis, to enable individuals with disabilities to perform the essential functions.

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 20 pounds.

ENVIRONMENTAL CONDITIONS:

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.