



City of Bristol

BRISTOL, CONNECTICUT 06010

JOB ANNOUNCEMENT

PUBLIC WORKS ANALYST

PUBLIC WORKS DEPARTMENT

SUMMARY: Provides administrative and professional support to analyze and coordinate the Department of Public Works service delivery and public information activities. Supervises and coordinates administrative activities. Performs liaison duties with various Public Works Divisions and reports on various Public Works operations. Works under the general direction of the department Director, and consults and works in conjunction with other division heads. Performs critical analyses of operations and service delivery functions. Seeks continuous improvement opportunities to increase efficiency. Coordinates reviews and performs efficiency and effectiveness audits. Reviews work performance records and conducts critical analysis to recommend changes in staffing, equipment and procedures to improve service delivery. Tracks and develops reports on budget expenditures; analyzes expenditure trends and recommends changes in procurement and inventory control measures to enhance operations. Coordinates department wide training with other City Departments. Project Manager responsible to coordinate the Department's efforts to attain and maintain American Public Works Association (APWA) Certification; assists in policy development, scripting, review and approval by the Board of Public Works. Responsible for internal and external communications, creates public information and press releases as needed; and ensures timely provision. Oversees the preparation of notices to residents. Manages software and database for complaint and service requests. Seeks opportunities to promote, track and develop reports on service and support delivery, and improve public relations. Maintains and improves the department web site and social media outlets with the goal of making information easy to locate, timely, and user-friendly. Assists other City Departments in their public outreach and educational efforts. Supervises the Administration Division. Plans, organizes, and assigns work in the functional areas of budget control, accounts payable/receivable, employee payroll and benefits, equipment use, permits, and related departmental reporting systems. Establishes and maintains records and files; compiles and prepares statistical and narrative reports. Receives and responds to inquiries from the public; provides information about municipal utilities and other departmental records. Researches, collects and prepares data for reports and compiles reports of complex nature. May represent department at public meetings and meeting with other City departments, state and federal agencies. Develops budget and assists in compiling budget for department. Assists staff with technical questions and work management issues. Promotes use of technology for greater effectiveness and efficiency. Troubleshoots and debugs existing MS Access, Excel and Visual Basic programs. Creates and maintains databases and spreadsheets for trending and reporting. Works with other department divisions to prepare reports for state aid, street acceptance, and documentation for easements and deed descriptions.

KNOWLEDGE, SKILLS & ABILITIES: Requires clear and effective oral and written communication capabilities, problem solving and conflict resolution skills, and organization skills. Able to follow established procedures and priorities, meet deadlines and maintain quality of work in multi-tasking environment. Requires advanced level computer skills in MS Office, payroll, purchasing, spreadsheet, word processing software and financial management systems, and knowledge of Internet software inclusive of web page development and maintenance tool(s).

QUALIFICATIONS: Associate's Degree in Engineering, Public Administration or Business or other appropriate curriculum plus four (4) years supervisory experience. Must have general knowledge of public works and engineering operations. Demonstrated skills in process re-engineering and methods documentation are highly desired.

LICENSE OR CERTIFICATION: Valid Connecticut Motor Vehicle Operator's License.

BENEFITS includes Defined Benefit Pension Plan, generous time off & medical/vision/dental/life insurance package.

SALARY: \$61,057 - \$74,826/yr.

COMPLETE ONLINE APPLICATION w/RESUME at:
www.bristolct.gov

DEADLINE: Friday, June 1, 2018. EOE