MONROE COUNTY

JOB DESCRIPTION

Position Title: SR ADMINISTRATOR, SPECIAL PROJECTS		**Date: 04/25/06**
Position Level: 11	**FLSA Status**: EXEMPT	**Class Code**: 11-12

GENERAL DESCRIPTION

Primary function is to manage and supervise planning, scheduling and execution of various County Engineering projects related to construction and maintenance of County roads and facilities.

KEY RESPONSIBILITES

1. *Manage and direct countywide projects related to construction and maintenance as assigned by County Engineer.
2. Countywide responsibility with emphasis on planning and coordinating roads, bridges and drainage construction projects.
3. *Prepare project manuals, technical specifications, engineering estimates for construction projects.
4. * Review plans and specifications for construction projects.
5. Coordinate contractor bidding process, evaluate bids, and conduct contract negotiations related to construction projects.
6. Review contractor invoices and verify accuracy for payment.
7. *Research and prepare permit applications and related documentation and drawings for the Building Department, FDOT, FDEP, ACOE, US Fish and Wildlife, etc. and respond to agency comments.
8. Assist with hurricane preparation and recovery activities (damage assessment, debris removal)
9. *Prepare technical reports and studies following investigation and research of an assignment, as directed by the County Engineer.
10. Respond to requests, questions and complaints from the public.
11. Aid in revising the Monroe County 7-year Roadway/Bicycle Path Plan
12. Prepare correspondence related to projects and work assignments.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

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KEY JOB REQUIREMENTS	
Education:	Bachelor's Degree required. Major(s) required: Civil Engineering, Construction Management or Public Administration.
Experience:	5 to 7 years.
Impact of Actions:	Makes decisions and final recommendations which routinely affect the activities of an entire department. Position duties may include responsibility for developing strategic plans for one or more divisions.
Complexity:	Analytic: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.
Decision Making:	Analytic: Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.
Communication with Others:	Requires regular contacts to carry our programs and to explain specialized matters. Also requires continuing contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion, as well as with the public involving the enforcement of regulations, policies and procedures.
Managerial Skills:	Responsible for making recommendations with a department in the areas of compensation, staff selection, disciplinary action, complaints, staff performance appraisal, and similar supervisory duties. Plans, assigns, and evaluates the work of subordinates for effective operation and results of the unit.
Working Conditions/ Physical Effort:	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
On Call Requirements:	On Call 24 hours pending disasters.
Other:	Valid Florida Drivers License.

APPROVALS

Department Head:

Name: _____ Signature: _____ Date: _____

Division Director:

Name: David Koppel Signature: _____ Date: 4-26-06

County Administrator:

Name: Thomas J. Will Signature: _____ Date: 4/27/06

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____