



The City Beautiful

## City of Coral Gables Job Description

**Job Title:** CIP Projects Coordinator  
**Department:** Public Works  
**Classification:** 1005  
**Pay grade:** 21E  
**FLSA:** Non-Exempt

**Prepared Date:** 03/2016  
**Approved By:** HR/CM



### Summary

Performs technical and advanced work in the maintenance of the City's Capital Improvement Projects Program and all related documents. Responsibilities include, but are not limited to, preparation of contracts for execution, processes purchase orders and invoices; assists with the department's budget process and provides assistance and support to the department's administration. Work is assigned and reviewed under the general guidance of a supervisor.

### Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Assists in the preparation of the department's annual budget estimate and capital projects requests process.

Adjusts accounts, performs end of year adjustments to department's budget.

Develops and implements databases to process and monitor invoicing of consultants and contractors.

Monitors and reconciles project accounts.

Prepares commission agenda items and background information packages for consultant related projects. Prepares documents for commission approval.

Maintains Capital Projects' status reports.

Prepares budget/expenditure reports for project managers and division supervisors.

Coordinates work with other public agencies. Communicates with other departments and divisions to ensure contracted work complies with the City's insurance and contract requirements.

Prepares and processes correspondence and reports.

Maintains records and assists with the maintenance of the department's filing system.

Provides support to the department's administration, including but not limited to, monitoring and reconciling department expenditures and advanced clerical support.

Enters/processes purchase requisitions and invoices through financial system.

Performs special projects or other related tasks as required.

### **Knowledge, Skills, and Abilities**

The incumbent must be knowledgeable in the principles and practices of governmental procurement. Proficiency in the use of a variety of computer application programs such as Microsoft Word and Excel is required for the position. The ability to analyze data and prepare concise, accurate reports. Knowledge of City, departmental and office practices and procedures, legal, administrative and procedural regulations applicable to the municipal government. Knowledge of department policies and procedures. Ability to prepare technical letters and documents. Ability to prepare reports and maintain records. Ability to communicate effectively with co-workers, consultants and contractors. Computer skills in word processing, database and spreadsheet programs. Organizational skills. Knowledge of computer operating systems to include accounting/financial software, word processing, and spreadsheets. Ability to read and interpret financial reports. Ability to conduct research, compile data, and analyze results.

### **Physical Requirements**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, hands to fingers dexterity, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of equipment; such as but not limited to a personal computer, calculator, copiers and fax machines, electronic pipe locator, measuring wheel/measuring tape, engineering scale, marking paint applicator/marketing flags.

Work is performed indoors. Must be able to lift, carry and or push articles weighing up to 10 lbs. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Minimum Education and Experience**

An Associate's Degree in Finance, Accounting, Business Administration, Public Administration or a related field.

Five (5) years of budget/finance experience; municipal experience preferred.

Knowledge of EDEN Systems and general ledger accounting preferred.

A comparable amount of training or experience may be substituted for the minimum education requirement.

Valid Florida Driver's license.