



City of Irving Job Description

CIP Coordinator

FLSA Status:	EXEMPT	Job Department:	CIP
Job Code:	34271	Reports To (Job Title):	CIP Director

PURPOSE

To manage, coordinate and analyze the city's multi-departmental \$300 million+ Capital Improvement Program (CIP) as well as other city programs including, but not limited to, the Water and Sewer System capital funds, the Municipal Drainage Utility Fund, and the Museum Fund.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Manage and coordinate the CIP processes including budgeting, contract awards, change orders and addendums, issuance of purchase orders, and contract administration/management including contractor, consultant and vendor payments.
- Provide guidance and functional supervision to multiple departments to support accurate financial information, budgeting, correct procedures, and optimal formats in the presentation of the CIP.
- Plan, organize and perform budget reporting and analyses of the CIP including budget documents (draft, proposed and adopted) and the annual CIP report.
- Gather and analyze data and prepare numerous in-depth reports, graphs, charts and presentations for high level personnel including senior management, City Manager and City Council. These include agenda items, monthly CIP status reports, fund balances and expenditures, and fixed asset reports for both city projects and private development. In addition, work to report data associated with Strategic Goals, Key Performance Indicators and Focus Areas.
- Participate in meetings with high level personnel including City Manager, City Council, department directors, Chief Financial Officer, City Attorneys and budget administrator.
- Analyze monthly CIP expenditures and make calculated estimates of future expenditures.
- Analyze and prepare report of monthly usage of annual contracts.
- Recommend and implement areas of improvement and functional changes necessary for optimal achievement of city and department goals and objectives.
- Assist in the preparation of various agreements including contracts for professional services, construction contracts, escrow and participation agreements, discretionary services agreements, and maintenance agreements.
- Write and provide other information such as Operations Updates to be dispersed to the public.
- Assist in the annual Financial Audit. Gather information and prepare responses for the outside auditor in relation to CIP projects.
- Assist in the Water Utilities Cost of Service Study in regard to CIP schedule.
- Provide information and coordinate responses on claims against the city, accident and incident reports and other matters with Risk Management.
- Review and process budget transfers for CIP as well as multi-departmental operating budgets.

- Provide information for and represent the CIP Department and city at M/WBE events including workshops and round tables.
- Assist in the coordination and preparation of annual TPDES permit.

OTHER DUTIES AND RESPONSIBILITIES

- Perform related duties as assigned.

SUPERVISORY RESPONSIBILITIES

Functional and Technical Supervision - Regular responsibility for giving direction and guidance to employees as a lead worker, project manager or internal advisor. As an ongoing part of the position, the employee can expect to supervise approximately 50+ employees.

FINANCIAL / BUDGETARY RESPONSIBILITY

- \$300 million+ in CIP projects (includes general obligation & revenue bonds)
- \$15 million in operating (includes CIP Department and MDU)

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Bachelor's degree or equivalent in business/finance related field.

EXPERIENCE

- Minimum of five (5) years of governmental budgeting and/or accounting experience.

CERTIFICATES, LICENSES, REGISTRATIONS

- None

KNOWLEDGE OF

- Accounting: Principles and practices including internal controls, cash management, general ledger, accounts payable, and accounts receivable.
- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Applied Math: Concepts such as fractions, percentages, ratios, and proportions.
- Statistical Principles: Principles and processes dealing with the collection, analysis, interpretation, and presentation of quantitative data.
- Budget Management: Developing plans and budgets; comparing them against actual activity.

- Office Systems: Administrative and clerical procedures and systems such as word-processing systems and filing and records management systems.
- Office Software: Current word processing, presentation, spreadsheet, and database programs used by the city.

SKILLS AND ABILITIES IN

- Accuracy: Paying attention to detail in dealing with numbers, words, documents, and ideas.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Basic Math: Adding, subtracting, multiplying, or dividing quickly.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Teaching: Conveying new concepts and confirming comprehension by listener.
- Critical Thinking: Using logic and analysis to identify the strengths and weaknesses of different approaches.
- Mechanical/Technical: Safely operating diverse office equipment. This includes: computers, copiers, fax machines, calculators, and telephones.
- Service Orientation: Actively looking for ways to help people.
- System Ability: Multi-tasking by working with multiple software packages simultaneously.
- Typing: Accurately entering information using computer keyboard.
- Sequencing: Correctly following a given rule or set of rules to arrange things or actions.
- Interactive Presentation: Effectively presenting information to groups and responding to questions.
- Written Expression: Communicating information and ideas in writing, such as through routine reports and correspondence, so others will understand.
- Reading Comprehension: Reading and interpreting documents.
- Organizational Strategies: Tracking multiple variables by sorting, grouping, and calendaring.
- Direction and Instructional Comprehension: Interpreting a variety of instructions furnished in written, oral, diagram, or schedule form.
- Problem Analysis: Identifying and defining problems, collecting data, establishing facts, and drawing valid conclusions.
- Oral Comprehension: Listening to and understanding information and ideas presented through spoken words and sentences.

GUIDANCE RECEIVED

Priorities and Policies

Organizational priorities and policies, along with professional standards and best practices, guide decisions and direction or advice given to others. Typically makes recommendations to superiors after considering various alternatives. Proactively addresses needed changes to policies, methods and procedures and obtains approval.

CONTACTS

This position has infrequent or non-difficult contacts with other people inside and/or outside department; straightforward information exchange. Although direct contact may be infrequent, it may require considerable tact & courtesy when it does occur. In addition, the position has frequent contact with the public or other organizations. Interactions may require obtaining cooperation of people, will involve dealing with moderately difficult or sensitive issues.

EQUIPMENT AND PROPERTY

The position will utilize a personal computer, copiers, fax machines, printers & plotters, and 10-key.

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.*

The employee constantly is required to listen, see, and/or sit. Frequently, s/he is required to talk and/or walk. Occasionally, s/he must carry, grasp, handle, feel, lift up to 10 pounds, reach, stand, and/or stoop. In rare instances, s/he must climb, kneel, lift up to 25 pounds, pull, push, and/or smell.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The noise level in the work environment usually is quiet.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.