



- Knowledge of inventory control and purchasing procedures for department fleet vehicles and equipment.
- Knowledge of the organization, operation, and functions of municipal government.
- Knowledge of techniques and methods used in administrative analysis.
- Knowledge of City policies and procedures.
- Proficiency in the use of computers and computer applications.
- Ability to persuasively support recommendations both orally and in writing.
- Ability to achieve considerable knowledge of all aspects of the City's operation including charter, code, of ordinance, policies and procedures.
- Ability to identify problems and propose solutions in a timely manner.
- Ability to gather and analyze data and draw conclusions and present data and other information in a clear and logical manner.
- Ability to establish and maintain effective working relationships and communicate with a wide variety of people, both in writing and orally.
- Ability to handle a wide variety of tasks and projects with minimal supervision and direction.
- Ability to handle confidential information in a responsible manner.
- Skill in resolving customer complaints and concerns.
- Skill in interpretation of contract administration policies and procedures.

**Preferred Education, Experience, and Certifications:**

- Bachelor's degree in Business Administration, Construction Management or related field **and** four (4) years of increasingly responsible experience in the field of Public Works operations; **or** an equivalent combination of education and experience.
- Must pass a pre-employment drug screen, criminal background check and MVR check.
- Must possess State of Texas Drivers License.

**Environmental Factors and Conditions/Physical Requirements:**

- Work is performed in office setting and construction site environments.
- May be subject to repetitive motion such as typing, data entry and vision to monitor.

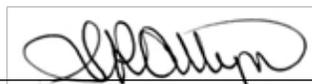
**Equipment and Tools Utilized:**

- Equipment utilized includes personal computer, copier, calculator, fax machine, other standard office equipment, engineering and drafting equipment, and department vehicles.

*Approved By:*

Signed by Gary Hartwell, Director of PW  
 \_\_\_\_\_  
 Gary Hartwell, Director of Public Works

09/30/2013  
 \_\_\_\_\_  
 Date



\_\_\_\_\_  
 Shannon Allyn, Human Resources Generalist

09/28/2013  
 \_\_\_\_\_  
 Date