

CAPITAL PROGRAMS SPECIALIST

JOB PURPOSE AND SUMMARY

This position performs professional and complex planning, monitoring, prioritizing, forecasting and coordinating of capital programs and projects in the Department of Public Works including: transportation improvements, pedestrian/ bicycle pathways, bridges and traffic signals, parks, trails, storm water and water quality.

CLASSIFICATION DISTINCTIONS

Capital Programs Specialist incumbents perform the full range of skilled and semi-professional duties under general supervision, and are the journey or fully experienced level within the job family. Incumbents may act in a lead capacity within area(s) of expertise and direct the work of others that assist with assigned project(s).

The next higher level of Capital Programs Specialist is distinguished by being responsible for the most complex or advanced program/project assignments requiring substantial use of independent judgment and minimal supervision.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES

- Coordinates the annual development of the 6-year Transportation Improvement Program (TIP) including collecting economic, geometric, zoning, land use, and traffic and accident data; prioritizing projects and adjusting schedules as necessary; estimating and forecasting funding sources; tracking project costs and allocating the funding for budget and audit compliance.
- Develops criteria and prioritizes potential projects for the various programs as well as soliciting and coordinating public involvement.
- Acts as a “client” on specific capital projects representing the County’s needs and interests. Coordinates closely with the capital project managers and teams to deliver projects on-time, on-budget and within schedule. Works with consultant teams involved in design of capital projects.
- Administers the Title VI program to ensure compliance with the assurances, policy, and program objectives.
- Prepares preliminary project scopes and initiates capital project work orders to start official cost tracking within the Public Works accounting system.

Clark County, Washington

- Represents the County at public meetings, open houses and hearings.
- Prepares information for and makes presentations to official boards, including the Board of County Commissioners, the CRAB Board, the Public Works Board, the Regional Transportation Council, and TIPIT.
- Collaborates with Community Planning to ensure the 6-year Road Plan is in conformance with the 20-year Capital Facilities Plan (CFP), and in identifying projects for updates to the Capital Facilities Plan.
- Prepares grant/loan applications and monitors and tracks grants; acts as liaison with granting agencies. Prepares required reports for grant and loan funds and maintains cooperative contacts with federal, state and city governments.
- Prepares annual reports for CRAB and other state agencies.
- Serves as primary contact with financial managers in Public Works and Parks to get updated revenue and expenditure information; supports formal project auditing activities.
- Researches traffic volume and accident records for proposed projects.
- Responds to and works with Operations staff on day labor construction of capital projects.
- Supervises special engineering studies for capital programs.
- Assists the general public by answering questions and making referrals relative to Public Works capital programs.
- Prepares administrative reports, develops correspondence, records, and comprehensive reports as assigned, in support of capital programs.
- Performs other related duties as assigned.

QUALIFICATIONS

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Graduation from a four-year college or university with major course work in Business Administration, Accounting, Finance, Engineering, Public Administration, Planning, Project Management, or other related discipline and minimum two (2) years related work experience; or Associates Degree in a related discipline and minimum four (4) years related work experience.

Knowledge of: public agency and public works system operations and financing; organizational and management practices as applied to the development of projects; capital program planning, scheduling, and monitoring; grants and contract administration; methods and procedures of finance including grants accounting; application and interpretation of County, state and federal laws and regulation relevant to capital programs; trends and practices within capital programs.

Ability to: accomplish multiple priorities/projects within established timeframes; develop and maintain effective working relationships with those contacted in the course of work including a variety of County and other government officials, community groups, and the general public; lead professional and technical staff; ensure completion and maintenance of project documentation and reports; prepare a variety of grant/loan applications that will compete successfully for funding; manipulate large and complex databases; work independently and within multidiscipline teams to plan, finance and construct capital projects; apply and interpret County regulatory codes, departmental policies and procedures, work standards and codes applicable to the job; communicate effectively both orally and in writing; obtain a valid Washington State drivers license at time of hire

WORK ENVIRONMENT AND PHYSICAL DEMANDS

This position and comprises a variety of settings mostly in an office environment. To perform the essential tasks, incumbents must be able to: see, read, communicate in person and over the phone, hand write and perform basic keyboard functions. Must have the mental ability to perform complex mental tasks and to reason and relate overall concepts to specific projects. This position requires incumbents to be available to work a variety of work hours to meet the job requirements which may include working on weekends, evenings and overtime.

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