

**PORT OF PORT TOWNSEND**

**POSITION DESCRIPTION**

**POSITION TITLE:** Project Administrator

**DEPARTMENT/LOCATION:** Engineering Head Quarters/Point Hudson

**REPORTS TO:** Capital Projects Director/Port Engineer

**POSITION SUMMARY:**

The Mission of the Port of Port Townsend is to serve the citizens of Jefferson County by responsibly maintaining and developing property and facilities to promote sustainable economic growth, provide community access to Port facilities and services, and protect and maintain our community resources and maritime heritage. The Project Administrator plays an essential role in accomplishing the Port's Mission and will be a member of a collaborative and team-oriented work environment.

The Project Administrator is a member of the Port's Engineering and Maintenance Department, which is responsible for:

- delivering of the Port's capital improvement projects,
- developing master plans and capital budgets,
- maintaining the Port facilities and assets, and
- coordinating with industry and agency stakeholders.

This position performs a broad range of moderate to complex administrative and technical support tasks. The Project Administrator is the liaison with the Port's Finance Department, performing some accounting tasks related to capital and maintenance projects.

**ESSENTIAL FUNCTIONS:**

1. Participates in preparing updates to the five (5) year Capital Improvement Program (CIP) budget, including the projects' expected funding sources.
2. Assist with tracking, monitoring, and analyzing capital project budgets, and expenses by maintaining spreadsheets or other financial systems to track budget authority and Port Commission approval; reviews project invoices and codes them appropriately for payment after approval by Engineering; and assists Engineering with construction contract close out documents and fund releases, as applicable.

3. Assists engineers with support for all phases of public works project documentation including the consultant selection, bid process, award, and contract compliance.
4. Assists Operations Manager and staff with maintenance project administration for compliance with applicable State Law, including the bid process, award, and contract compliance.
5. Ensures grant administrative, accounting and reporting requirements are met by overseeing project documentation and submittals.
6. Prepares, submits, and coordinates applications for building and other project-related permits with local authorities, as needed.
7. Administers grants associated with contracts, works with Director of Finance & Administration on preparing payment requests, monitoring grant funds remaining, requests adjustments necessary and tracks payments and coding of such payments.
8. Assists with capital projects, grant records management and compliance, and with related audits by the State Auditor, and grantors.
9. Assists Engineering, and Maintenance staff with the purchasing process, develops internal systems to improve efficiency of the process, and provides periodic training to staff on purchasing and acquisition procedures to ensure adherence to Port policy, and WA State purchasing requirements.
10. Analyzes and reconciles complex accounting data, budget, tax, and other fiscal records; anticipates potential issues, develops various alternatives to resolve problems.
11. Assist management with development of policies and procedures related to procurement, grants, and capital projects.
12. May assist with preparing Work Orders for maintenance projects; will participate in finding a software work order system and assisting with set-up, training, and monitoring of the system.
13. Develops, establishes, and maintains Engineering's central filing system and records management.
14. Performs other duties as assigned.

## **EXPERIENCE AND TRAINING REQUIREMENTS**

### **Required:**

- A 2- or 4-year degree from an accredited college or university in accounting, finance, business, or related field that provides analytic training (or actively in process of earning degree).

- Five or more years of work experience in program budgeting or accounting and excellent analytical/critical thinking skills, along with excellent oral and written communication skills.
- Experience or training in contract compliance related to grant awards.
- An equivalent combination of education, experience and training that provides the required knowledge, skills and abilities may be considered.
- **A valid Washington State Driver's License**

Preferred:

1. Intermediate level skill in operating office equipment, Microsoft Word and Excel, accounting software applications including databases and applicable information technology to perform job functions.
2. Work experience in the public sector is strongly desired.
3. Knowledge of the principles of contract administration.
4. Knowledge of grant applications, administration, and reporting requirements.
5. Knowledge of public sector purchasing requirements.
6. Intermediate knowledge of public sector accounting principles and procedures, including budget preparation.
7. Effective business writing skills, including use of correct English grammar, spelling, punctuation, and vocabulary.
8. Excellent administrative organizational skills to track and monitor project records and budgets and assist Engineering staff to meet deadlines.
9. Critical thinking skills with ability to research, analyze and evaluate proposed programs and expenditures to enable early identification and resolution of issues; skill in exercising sound judgment in moderate to complex situations before taking action.
10. Excellent oral communication and customer service skills.
11. The ability to work efficiently and effectively with limited supervision and frequent interruptions while maintaining attention to detail; willingness to help and work cooperatively to resolve conflicts.
12. The ability to establish and maintain effective working relationships with a wide variety of people and personal styles in varying situations with tact and diplomacy.

**WORK ENVIRONMENT**

Work is performed at all Port locations; requires some travel, weekend, and evening assignments; and involves driving, lifting, walking, sitting, and public speaking.