



City of Gautier

Office of Human Resources

3330 Highway 90

P.O. Box 670

Gautier, MS 39553

(P) 228.497.8000 ext. 308 / (F) 228.497.8028

Email: hr@gautier-ms.gov

Website: www.gautier-ms.gov



EMPLOYMENT APPLICATION PROCESS

Contracts and Projects Administrator

All persons interested in employment with the City of Gautier must have a current application on file with the Office of Human Resources and shall remain on file for one (1) year. It is your responsibility to keep your application up to date with your most recent address, phone number, or employment information.

Instructions:

- Please type or legibly print your application in blue or black ink only.
- List the position to which you are applying for.
- Complete and sign all sections on your application.
- Employment applications and specified documents must be returned to the Office of Human Resources between 8:00 a.m. and 5:00 p.m., Monday through Friday:

*City of Gautier
Attn: Office of Human Resources
3330 Hwy 90
Gautier, MS 39553
Phone: (228) 497-8000 ext. 308
Fax: (228) 497-8028
Email: hr@gautier-ms.gov*

Applicants **MUST** meet the following Qualifications:

- Applications received after the closing date will not be considered.
- All applicants must provide proof of a high school diploma or GED equivalent.
- Be eligible to work in the United States.
- An elector of the county in which he/she resides, if registered outside of State of Mississippi; proof of registration is required.
- Valid Driver's License (driver's license number must be listed on application)

All Managerial/Supervisory applicants **MUST**:

- Be deemed eligible according to the educational background stated in the job description enclosed; and
- Provide our office with proof of a credible track record of qualifications, certifications, educational background, etc. so that our records may reflect your qualifications accurately.

Deadline for applications: May 24, 2019 at 5:00 PM.

The City of Gautier is an Equal Opportunity Employer. Persons are considered for all positions without regard to race, color, religion, national origin, veteran or handicapped status. The City of Gautier will attempt to meet any reasonable request for accommodation in the hiring process in accordance with Title II of the ADA.

Post Date: May 9, 2019
Removal Date: May 24, 2019

CITY OF GAUTIER VACANCY ANNOUNCEMENT

POSITION: Contracts and Projects Administrator
DEPARTMENT: Grants and Projects Department
HOURS: 40 Hours per Week
SALARY: Grade 17 (\$42,120.00 - \$53,040.00 Annual)

SUMMARY: This position is responsible for the oversight and administration of city contracts and projects with specific focus on public works and solid waste functions. The Contracts and Projects Administrator works with sub-contractors of the city on a day-to-day basis to ensure performance standards, compliance and cost effectiveness of ongoing contracts and projects.

The Contracts and Projects Administrator works under the direction and supervision of the Grants and Projects Director.

CIVIL SERVICE MINIMUM QUALIFICATIONS: Individual must have a High School Diploma or GED equivalent; be eligible to work in the United States; an elector of the county in which he/she resides; and have a valid driver's license.

MINIMUM EDUCATION AND EXPERIENCE: A bachelor's degree in contract administration or a similar area of study with at least two (2) years of experience is preferred. A high school diploma or its equivalent with at least five (5) years of experience in contract and project administration or a similar area of experience will be accepted. Experience in utilities and/or construction is required.

REQUIRED DOCUMENTS: Applicant must provide proof of education with a valid copy of his/her degree or transcript to verify coursework and proof of at least a high school diploma or GED. If applicant is an elector of a county outside of the State of Mississippi; proof of voter registration is required.

(Job description with minimum requirements attached.)

INTERNAL APPLICANTS: Please contact Lekeisha Hill, HR Generalist at (228) 497-8000 ext. 308 or email to: hr@gautier-ms.gov.

EXTERNAL APPLICANTS: Apply at Gautier City Hall, 3330 Highway 90, Gautier, MS 39553 or visit us online at www.gautier-ms.gov for instructions on how to apply.

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CONTRACTS AND PROJECTS ADMINISTRATOR

Department:	Grants and Projects Department	Pay Grade:	17 (Schedule 2080)
Reports To:	Grants and Projects Director	Exempt (Y/N):	Y
Competitive (Y/N):	N		

SUMMARY:

This position is responsible for the oversight and administration of city contracts and projects with specific focus on public works and solid waste functions. The Contracts and Projects Administrator works with sub-contractors of the city on a day-to-day basis to ensure performance standards, compliance and cost effectiveness of ongoing contracts and projects.

The Contracts and Projects Administrator works under the direction and supervision of the Grants and Projects Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Any one position of this class may not include all duties listed, nor do listed examples include all duties which may be found in positions of this class.)

- Monitors contractors' performance to ensure adequate standards are met.
- Administers contract and project purchases to ensure they are within budgetary constraints.
- Makes progress and final reports on city projects and keeps city management informed of project status.
- Manages multiple contracts/projects at varying stages of status.
- Works with project consultants, engineers, architects, contractors, etc., to move projects forward in a timely manner.
- Coordinates activities and serves as liaison between the City and its public works and solid waste contractors.
- Coordinates activities and serves as liaison between the City and other city project contractors.
- Monitors public works and solid waste agreements and ensures compliance, performance, and cost effectiveness.
- Monitors other contracts and projects as assigned.
- Inspects work completed by public works crews and other contractors as required to ensure performance and safety standards are met.
- Coordinates the purchase of equipment, materials, and supplies in support of public works operations and construction efforts.
- Prepares and monitors project budgets; ensures that all purchases are within budgetary constraints.
- Attends training and workshops as needed and as required to effectively perform duties.
- Performs any other duties as assigned by the Grants and Projects Director or the City Manager.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:

(Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.)

- Thorough knowledge of contract and project administration.
- Thorough knowledge of state and federal laws concerning contract and project administration.
- Considerable knowledge of the operational areas and functions handled by City departments.
- Knowledge of computers, database and applications, and the Internet.
- Ability to communicate effectively with other departments and managers.
- Ability to deal effectively with representatives of local, state, and federal agencies and community-based organizations.
- Ability to manage several projects/contracts at one time, along with other daily tasks and duties.
- Ability to concentrate, perform accurately and work under stress of deadlines.
- Ability to be organized and detailed with paperwork and deadlines.
- Experience with technical writing and strong ability to write proposals, reports, and status reports.



CONTRACTS AND PROJECTS ADMINISTRATOR

- Must have knowledge of utilities construction.
- Experience in project supervision or inspection.
- Experience with budgets and funding sources.
- Ability to meet and deal with people tactfully and courteously.
- Ability to react to change productively and handle other tasks as assigned.
- Must be able to come to work promptly and regularly.
- Management experience is preferable.

SUPERVISORY RESPONSIBILITIES:

This position has no employee supervision responsibilities.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is often performed in a well-lit and adequately heated and ventilated office environment and requires observance of safe work practices, fire regulations, and avoidance of falls, trips, and similar office work hazards. Work is also regularly performed outdoors when visiting city work sites and projects. Outdoor work is performed in various weather conditions including cold, heat, and humidity. The noise level in the work environment is usually low to moderate while indoors; moderate to high when on construction sites. The stress level for this position is very high, and workload often requires this position to work non-traditional hours to ensure deadlines are met.

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

This job operates in a clerical office setting with the ability to lift ten (10) pounds, but may also require alternate periods of work outdoors, which requires the ability to stand, bend and walk for extended periods. Adequate vision; finger and hand dexterity is essential to operate computers and other office applications.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

A bachelor's degree in contract administration or a similar area of study with at least two (2) years of experience is preferred. A high school diploma or its equivalent with at least five (5) years of experience in contract and project administration or a similar area of experience will be accepted. Experience in utilities and/or construction is required.

REQUIRED LICENSES AND CERTIFICATES:

Must maintain a valid driver's license.

CIVIL SERVICE MINIMUM QUALIFICATIONS: (Rule 4, Section 4.2)

For minimum qualifications established by the Mississippi Code, see Section 21-31-15.

Post Date: May 9, 2019
Removal Date: May 24, 2019

Screening Schedule

Contracts and Projects Administrator

Advertise May 9 – May 24, 2019

Post May 9, 2019

Cut-Off Date May 24, 2019
(Application packet is to be submitted to the Office of Human Resources by 5:00 pm)

Eligibility List Compiled May 28, 2019
Applicant to Call (228) 497-8000 ext. 308 2:00 p.m. – 4:00 p.m. for Eligibility Determination

Civil Service Receives Eligibility Listing June 13, 2019

Interviews To be scheduled at a later date

CITY OF GAUTIER

3330 Hwy 90* GAUTIER, MISSISSIPPI * 39553-5124 * TEL: 228-497-8000 * FAX: 228-497-8028

We consider applicants for all positions without regard to race, color, religion, gender, national origin, age, marital or veteran status, the presence of a medical condition or handicap, or any other legally protected status.

PLEASE PRINT OR TYPE * PROVIDE ALL INFORMATION REQUESTED

Position Applied For (list only ONE per application)		Date of Application	
Last Name	First Name	Middle Name	
HOME ADDRESS: (STREET, CITY, STATE, ZIPCODE)			
Daytime Phone #: _____		Evening Phone #: _____	
Email (if checked daily):			
Have you ever been employed with us before? <input type="checkbox"/> NO <input type="checkbox"/> YES DATES:			
Are you eligible to work in the United States? <input type="checkbox"/> NO <input type="checkbox"/> YES			
Are you registered to vote in the county in which you reside? <input type="checkbox"/> NO <input type="checkbox"/> YES			
Do you have a valid driver's license? <input type="checkbox"/> NO <input type="checkbox"/> YES		License #:	State:
Commercial –Class:			
Are you employed now? <input type="checkbox"/> NO <input type="checkbox"/> YES		Date available for work:	
Have you been convicted of a felony within the last seven (7) years? <input type="checkbox"/> NO <input type="checkbox"/> YES			
<i>(Conviction will not necessarily disqualify an applicant from employment)</i>			
<i>If Yes, please explain.</i>			
Have you ever had any job-related training in the United States military? <input type="checkbox"/> NO <input type="checkbox"/> YES			
If Yes, please describe.			
Do you have any relatives currently employed with the City of Gautier? <input type="checkbox"/> NO <input type="checkbox"/> YES			
If yes, please give name(s) and relationship(s).			

EDUCATION *If you have a GED, please note last year of high school completed and date GED acquired. You will be asked to provide diplomas, certificates, and/or official transcripts to document education and training.*

School	Address	Course of Study	Diploma/Certification

Describe any specialized training, apprenticeship, extracurricular activities and honors received

EMPLOYMENT EXPERIENCE *Please begin with your present or last job. Include all employment history and any job-related military service assignments and volunteer activities. An additional sheet will be provided upon request. Resumes may be attached*

1.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
Reason for Leaving					
2.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
Reason for Leaving					
3.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
Reason for Leaving					
4.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
Reason for Leaving					
5.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
Reason for Leaving					

Please list any additional skills or qualifications that relate to your ability to perform the job for which you have applied such as licenses, software proficiency, professional types of machinery or equipment you operate, etc.

REFERENCES (Do not include relatives)

Name	Address	Phone Number	Occupation

I certify that all foregoing statements are complete, true and correct, and that I have not knowingly withheld any facts or circumstances that might, if disclosed, affect my application unfavorably. I understand that this employment application is not an employment contract. I understand that misrepresentation or omission of fact within this application is cause for rejection of said application, or termination, if discovered after I am hired.

I hereby authorize the City to investigate all statements contained in this application. I hereby authorize all previous employers, references, persons or entities that the City of Gautier may contact to furnish information concerning my personal character or employment records, and I release them from any and all liabilities or damages incurred as a result of furnishing this information.

I agree to submit to pre-employment drug testing and understand if hired I may be subject to future drug testing pursuant to the written policies of the City of Gautier. I understand and agree to a pre-employment review of my motor vehicle record; and if I am employed and operate City vehicles or similar equipment, to a periodic review of my motor vehicle record. I agree to conform to the rules and regulations of the City of Gautier.

I hereby understand and acknowledge that, unless otherwise defined by law, any employment relationship with this organization is of an *at will* nature, which means the Employee may resign at any time and the Employer may discharge Employee at any time without cause or notice. It is further understood that this *at will* employment relationship may not be changed by any written document or by conduct. I understand that if I am offered and accept a job, the City of Gautier reserves and retains the right to make changes in the terms and conditions of my employment as the City of Gautier determines to be necessary or appropriate.

I hereby understand and acknowledge that this application shall remain valid for consideration for a period of twelve weeks from the date of this application. In the event I have not been contacted prior to expiration of the stated period, it will be necessary for me to submit a new application for consideration.

I hereby acknowledge that I have read the foregoing and understand the same.

Signature of Applicant: _____ Date: _____

Applicant Received
Screening Schedule _____

Application Received _____ Date/Time _____



City of Gautier

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VERIFICATION OF PREVIOUS CONTRACTS AND PROJECTS ADMINISTRATOR WORK EXPERIENCE

Note to Applicant: Complete this section and submit to your previous employer for verification of your work experience.

DATE: _____ POSITION APPLIED FOR: _____
 TO: _____ FROM: _____
 (Applicant Name)
 COMPANY: _____ PREVIOUS NAME: _____
 (If applicable)
 ADDRESS: _____

I have been requested to furnish verification of my service while in your employment. Please complete the section below and mail directly to the City of Gautier.

Applicant Signature

Social Security Number

Date(s) of employment

Note to Previous Employer: Please complete the information requested below and mail directly or fax to:

City of Gautier
Office of Human Resources
3330 Highway 90 Gautier,
MS 39553
Fax: (228) 497-8028

Date of Employment: _____

Last Date of Employment: _____

Please list below all positions held by the applicant while in your employment. If more space is needed please attach additional documentation.

Employee's Position/Title	Briefly describe duties of position	Date employee began position	Date employee ended position	Indicate if Full-Time or Part-Time Status

Completed by: _____ Title: _____

Signature: _____ Date Completed: _____