

## PROJECT MANAGER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### **SUMMARY DESCRIPTION**

Under direction, directs, organizes and manages the development, planning and implementation of assigned City projects; directs, coordinates, and monitors the work of assigned staff, consultants, vendors, and contractors; and performs a variety of professional, administrative, and programmatic work in support of assigned project to achieve project completion.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Organize, coordinate and manage an assigned City project in cooperation with other agencies, community groups, boards and commissions, contractors, work teams, City departments and others, as required.
2. Participate in the development and implementation of project goals, objectives, policies, procedures, and priorities; develop strategies for the achievement of these goals.
3. Provide responsible staff assistance, administrative support, and professional and technical expertise to City staff, boards, committees, and outside agencies; research, prepare, and present comprehensive professional, technical, fiscal, and administrative studies, surveys, and reports; present information to the assigned boards and committees.
4. Develop and monitor schedules and work plans, including recommending and implementing schedules.
5. Coordinate assigned project activities with those of other City departments and staff as well as federal, state, and local agencies to ensure effective cooperation consistent with optimal efficiency, effectiveness, and economy; coordinate data, resources, and work products as necessary and upon request in support of a productive and positive working environment.
6. Participate in the development, administration, and monitoring of assigned project budget and fiscal activities; track expenditures; project future funding needs; identify appropriate and available funding sources; respond to questions regarding appropriate uses of funding; maintain relevant records and documentation.
7. Serve as principal contact person for general inquiries and requests for information related to assigned project; provide requested data, answers questions, and refer inquiries to the appropriate resource within or outside the City; direct and participate in the investigation and resolution of complaints related to assigned program areas, activities, and contracts; negotiate solutions to issues involving service delivery.
8. Direct, monitor, and evaluate the work of assigned consultants, contractors, engineers, and/or architects according to City standards and pertinent agreements/contracts; assist in the development of appropriate contract language; provide clear, concise, and consistent

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direction; act as a resource and representative to consultant, contractor, engineers, and/or architects regarding administrative and operational policies, procedures, and guidelines; advise appropriate parties of any problems in a timely manner.

9. Represent the City and assigned project to other organizations, special interest groups, state and local governments, elected officials, news media, schools, businesses, and the general public; establish and maintain relations; respond to complex and sensitive questions and requests for information; promote project mission and goals.
10. Manage vendor selection process including selection of vendors, and transition administration of vendor agreements to appropriate departments.
11. Perform related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Principles, practices, and techniques of project management and administration.
- Principles of management, organization, public and business administration systems.
- Operational characteristics, services, and activities of assigned program.
- Recent developments, research methods, current literature, and sources of information related to assigned programs, services areas, and program administration.
- Standard organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Principles and practices of budget preparation and administration.
- Methods and techniques of effective technical, administrative, and financial report preparation and presentation.
- Principles and practices used in professional service procurement, negotiations, and contract administration.
- Methods and techniques used in customer service and public relations.
- Modern office procedures, methods, and equipment including computers and various software packages.
- English usage, spelling, grammar, and punctuation.
- Pertinent federal, state, and local laws, codes, and regulations.

**Ability to:**

- Plan, organize, direct, coordinate, and evaluate assigned City projects.
- Work collaboratively with community groups, boards, commissions and City Council to achieve desired goals; resolve conflict and build consensus.
- Prepare and administer large and complex project budgets.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Understand, interpret, and apply administrative policies and procedures as well as pertinent federal, state, and local laws, codes, and regulations.
- Coordinate and participate in the development and administration of project goals, objectives, and procedures.
- Identify and respond to sensitive community and organizational issues, concerns, and needs.

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- Research, analyze, and formulate recommendations, work plans, and activities regarding planning, technical, and administrative issues.
- Organize and prioritize timelines and project schedules for self and others in an effective and timely manner.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Prepare clear and concise technical, administrative, and financial reports.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines**

**Education/Training:**

A Bachelor's degree from an accredited college or university with major course work in business administration, public administration, or a related field.

Possession of a Masters Degree is highly desirable.

**Experience:**

Five years of increasingly responsible experience performing professional general administrative and project management work in similar types of programs or technical area to which assigned.

**License or Certificate:**

Must possess a valid California Driver's License

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein 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 job functions.*

**Environment:** Work is performed primarily in a standard office setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

FLSA: Exempt

Created: September 2006

Revised: September 2013

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.