

**PROJECT MANAGER/
SENIOR PROJECT MANAGER**

DEFINITION

Provides a variety of professional management support to the Redevelopment Agency/City by overseeing projects, programs and agreements; acts as liaison for the City with a variety of private, public and community organizations and regulatory agencies; conducts studies, develops recommendations for action and policies and procedures; provides professional assistance to City management staff in areas of expertise; performs related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

These classes receive direction from the Assistant City Manager and/or the Development Services Director/City Engineer, depending upon assignment. Project and technical direction may be provided to technical and office support staff on a project basis.

CLASS CHARACTERISTICS

Project Manager is the first working level in this professional analytical and mid-management class series. Initially, direction is provided in specific terms, with project goals, objectives and timelines outlined and with regular review of project status and outcomes. As experience is gained, an incumbent performs more complex project work with greater financial and/or City-wide implications under more general direction. This class is alternately-staffed with Senior Project Manager and incumbents may advance to Senior Project Manager after gaining the required knowledge, skills and experience and demonstrating performance at a full professional level on advanced projects.

Senior Project Manager is the full professional level in this class series, capable of performing the complete range of project planning, administration and final implementation for complex and sensitive projects with significant financial and/or service delivery implications. Successful performance of the work requires knowledge of public policy and municipal functions and activities. This class is distinguished from the Assistant to the City Manager in that the latter reports directly to the City Manager and develops, oversees and implements projects and programs with significant internal and/or external implications.

EXAMPLES OF DUTIES (Illustrative Only)

- Coordinates and oversees a variety of redevelopment, housing, economic development, capital improvement and related projects and programs; researches and obtains project and program funding; prepares requests for proposal, solicits and reviews bids and negotiates agreements for City and Redevelopment Agency projects and services; and administers project funds and prepares required records and reports.
- Conducts organizational, operational, financial and analytical studies; evaluates alternatives; prepares recommendations and narrative and statistical reports; and implements policy and procedural changes after approval.

- Inspects redevelopment, capital improvement and other construction projects; reviews work performed and invoices submitted and authorizes progress payments as appropriate.
- Performs a variety of on-site feasibility surveys for housing, economic development, redevelopment and community projects; analyzes proposals from for-profit and non-profit organizations and recommends the most effective course of action to achieve project goals within resources provided.
- Analyzes legislative matters and their effect upon City/Agency functions and funding; makes recommendations and prepares reports, policies and procedures as required.
- Provides staff support, including preparing agendas, staff reports and follow-up on actions taken for various boards, committees and commissions.
- Provides input into the development and implementation of budgets, goals, objectives, policies, procedures and work standards for assigned projects.
- Makes presentations to the City Council, Redevelopment Agency and other City commissions and committees; represents the City/Agency in meeting with members of community, business, professional, educational and governmental organizations.
- Serves as a professional resource to the City staff regarding a variety of issues, projects and negotiations.
- Prepares a variety of written correspondence, reports, policies, procedures, ordinances, requests for proposal, agreements and other written materials.
- Receives, investigates and responds to citizen complaints, inquiries and requests for services.
- Maintains a variety of working and official files.
- May direct the work of staff, interns and/or volunteers on a project or day-to-day basis; trains staff in work procedures.

QUALIFICATIONS

Knowledge of:

- Principles, practices and procedures of public administration in a municipal setting.
- Functions and services of a municipal government.
- Principles and techniques of conducting analytical studies, evaluating alternatives and making sound recommendations.
- Basic principles, practices and funding sources for redevelopment, economic development affordable housing and related City /Agency projects.
- Basic supervisory principles and practices.
- Basic budgetary and contract administration practices in a public agency.
- Applicable laws, codes and regulations.
- Computer applications related to the work.
- Records management principles and practices.
- Techniques for making effective public presentations.
- Techniques for dealing with a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone.

Skill in:

- Assisting in developing and implementing goals, objectives, policies, procedures, work standards and internal controls for assigned projects.

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- Conducting administrative, operational and financial studies, evaluating alternatives, making sound recommendations and preparing effective narrative and statistical reports.
- Interpreting, applying and explaining complex laws, codes, regulations and ordinances.
- Making effective presentations to groups.
- Preparing clear and concise reports, correspondence, policies, procedures and other written materials.
- Organizing own work, setting priorities, effectively multi-tasking and meeting critical deadlines.
- Maintaining accurate records and files.
- Using tact, initiative, prudence and independent judgment within general policy and legal guidelines.
- Effectively representing the departments and the City in meetings with governmental agencies, contractors, applicants and various professional and regulatory organizations.

Education and Experience:

Project Manager:

Equivalent to graduation from a four-year college or university with major course work in business or public administration, public policy, planning, economics or a field related to the work and one year of administrative or professional staff support experience, preferably in a public agency setting.

Senior Project Manager:

In addition to the above, two years of professional analytical, operational, financial, construction or related project management experience at a level equivalent to the class of Project Manager, preferably in a public agency setting. Possession of a Masters degree is desirable.

License:

Must possess and maintain a valid California class C driver's license and a satisfactory driving record.

Working Conditions:

Works predominately inside. Must be able to attend off-hours meetings and travel to sites out of the City.

Physical Demands:

Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer and to inspect various sites and attend meetings away from City Hall; strength and stamina to lift and carry 20 pounds; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone.