

SENIOR PROJECT MANAGER

DEFINITION

Provides a variety of professional technical and management support to the Public Works Department 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; prepares complex technical contract documents for a wide range of public projects ;provides professional assistance to City management staff; performs related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receive direction from the Development Services Director/City Engineer. Project and technical direction may be provided to technical and office support staff on a project basis.

EXAMPLES OF DUTIES (Illustrative Only)

- Coordinates and oversees a variety of 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 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.
- Monitors and Inspects capital improvement and other construction projects; reviews work performed and invoices submitted and authorizes progress payments as appropriate.
- 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, Successor 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, bid specifications, 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.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Engineering principles, practices and procedures in a municipal setting.
- Functions and services of a municipal government.
- Principles of project management and supervision.
- Plan review, including analysis of labor and material cost.
- Principles and techniques of conducting analytical studies, evaluating alternatives and making sound recommendations.
- 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.
- 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:

Graduation from a four-year college or university with major course work in engineering, business or public administration, public policy, planning, economics or a field related to the work and two years of project management related experience, preferably in a public agency setting.

License:

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

Working Conditions:

Work is predominately performed in an office and field environment. 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; Requires the ability to sit at desk for long periods of time and intermittently walk, stand, climb, balance, stoop, kneel, crouch, crawl and reach while performing office duties and/or field work; lift and/or move up to 25 pounds; use hands to finger, handle, feel or operate objects, tools and controls; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone.