



OCTOBER 2018
FLSA STATUS: EXEMPT

MUNICIPAL PROJECTS MANAGER

DEFINITION

Under general direction performs highly responsible and complex professional administrative level support to an assigned department or division, being assigned at least one specialized competency division.

Functional areas may include, but are not limited to, budget development, grants management, capital project procurement, contract administration, organizational analysis, legislative analysis, policy development and program evaluation; participates in the development and implementation of new or revised programs, systems, procedures, and methods of operation; conducts a variety of analytical and operational studies regarding departmental and programmatic activities; fosters cooperative working relationships among City departments and acts as liaison with various community, public, and regulatory agencies; and performs related work and special projects as required. Perform highly responsible and complex professional administrative work.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management personnel. Exercises direct supervision over assigned staff.

CLASS CHARACTERISTICS

Municipal Project Analysts are professional level employees and may be assigned as a single contributor or to manage the work of others. Incumbents are typically assigned to specialized divisions. Incumbents may perform some or all of the key responsibilities listed below and/or may be required to have some or all of the specialized knowledge, skills and abilities.

This is a first line supervisory class wherein incumbents supervise the work of assigned staff and provide professional level support to an assigned department or division. Incumbents support the work of departmental management staff by conducting day-to-day administrative support activities and by providing a professional-level resource for organizational, managerial, and operational analyses and studies. The work has technical and programmatic aspects requiring the interpretation and application of policies, procedures, regulatory processes, and the exercise of considerable discretion and judgment. The work includes problem solving of unique issues or increasingly complex problems without precedent and/or structure. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines and methods. Work is typically reviewed on completion for soundness, appropriateness, and conformity to policy and requirements. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Performs professional-level administrative and programmatic work in such areas as budget development, grant applications and management, contract administration, organizational analysis, legislative analysis, policy development and program evaluation.
- Assists in developing goals, objectives, policies, procedures, work standards, and administrative control systems for the department to which assigned.
- Researches and analyzes implications of new or proposed legislation on City services and fiscal resources; develops City's position and response to legislation; works with advocacy groups to further City's interests in supporting or opposing legislation; prepares departmental plans for compliance; communicates implementation requirements, and trains departmental staff on any changes for operational compliance.
- Oversees the City's grant management program; sources and identifies grant funding opportunities; works with departments and external partners to determine viability of grant; provides technical support in developing grant applications; develops and administers grant agreements; reviews grant financial activities to ensure they are compliant with the terms and conditions of the grant; monitors grant operational activities and deliverables to ensure they are commensurate with required progress; coordinates meetings, and prepares presentations on grant related activities.
- Coordinates and manages construction and grant applications. Oversees funding and work plans. Keeps all projects efficiently moving.
- Organizes, supervises and reviews the work of assigned staff; trains staff in work procedures and safety requirements; assists in recruitment, selection and promotional processes; evaluates employees' performance; counsels employees; and recommends and implements disciplinary actions.
- Serves as a liaison to employees, public, and private organizations, community groups, and other organizations; provides information and assistance to the public regarding the assigned programs and services; receives and responds to complaints and questions relating to assigned area of responsibility; reviews problems and recommends corrective actions.
- Participates in the development and implementation of new or revised programs, systems, procedures, and methods of operation; compiles and analyzes data and makes recommendations regarding staffing, equipment, and facility needs.
- Manages assigned projects; task based work plans and timelines; reviews project specifications and bid documents; participates in the selection of contracted professional services; monitors work performed to ensure compliance with budget and project specifications for deliverables; performs procurement and contract administration duties for capital projects; attends and makes presentations at City Council and other public meetings; attends field meetings and site inspections.
- Conducts a variety of analytical and operational studies regarding departmental and programmatic activities; evaluates alternatives, makes recommendations, and assists with the implementation of procedural, administrative, and/or operational changes after approval; prepares comprehensive technical records and reports.
- Assists in the development and reporting of alternate funding sources and ensures compliance with Federal, State, City, and funding agency and City accounting and reporting requirements, applicable laws, regulations, and professional accounting practices.

- Collaborates with staff and management across the organization and with outside third parties to clearly identify, explain and communicate their project involvement, project goals, expectations, objectives, policies, priorities, and tasks.
- Represents the department and City by attending meetings, public events, and speaking engagements; attends staff meetings; schedules and coordinates with Community Groups during project meetings and appointments.
- Ensures materials, equipment and supplies are purchased or supplied in accordance to City and department standards. Federal and State procurement guidelines must also be followed. Performs other related duties as assigned.

QUALIFICATIONS

Based on the assignment some or all of the following knowledge, skills and abilities may be required:

Knowledge of:

- Principles and practices of policy analysis, review, development and implementation.
- Principles and practices of public relations and media communications.
- Analytical and research techniques.
- Demographics of the local business community to establish public/private partnerships.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Complex record keeping principles and procedures.
- Modern office practices, methods, and computer equipment which may include, but is not limited to, mobile technology and electronic devices, and software related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- Principles, practices, and procedures of project funding, development, management and implementation.
- Administrative principles and practices as applied to municipal Public Works, drinking water, sewer, storm water, streets improvements, and construction, including planning.
- Contract documents including Notice Inviting Bids, Contract and Special Provisions.
- Organizational and management practices as applied to the analysis, evaluation, development, and implementation of programs, policies, and procedures.
- Principles and practices of employee supervision including planning and assigning work, performance review and evaluation, and training.
- Current and proposed legislative initiatives which impact the City.

Ability to:

- Research, assimilate and analyze large quantities of information, recognize substantive issues and recognize patterns, identify options, project consequences, develop sound recommendations.
- Provide administrative and professional management in municipal project programs, grants and capital improvements.

- Source and obtain grant funding and other opportunities for the City.
- Analyze data, make recommendations, prepare reports and make presentations.
- Coordinate complex grant contracts and activities; maintain record keeping.
- Ensure projects completed on schedule, within budget and without claims.
- Coordinate consultant project management, inspection, and survey services; monitor consultant budgets and recommend approval of consultant payments.
- Read and interpret specifications, bid documents and contracts.
- Assist in the development of goals, objectives, policies, procedures, and work standards for the assigned department or division.
- Supervise staff; provide training to ensure work is performed effectively; and evaluate performance in an objective manner.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Initiate, plan and complete work with a minimum of direction and control.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.
- Effectively represent the department and the City in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Operate and maintain modern office equipment, including computer equipment and software programs.
- Work cooperatively with management staff, employees, and others.
- Establish and maintain effective relationships with public groups, organizations, and other governmental agencies.
- Exercise sound judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Work well under pressure to meet deadlines.

Education and Experience:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Equivalent to graduation from a four (4) year college or university with major coursework in business administration, public administration, environmental planning, construction management or other related field; five years of increasingly responsible experience related to assigned competency; at least two years of supervisory experience and relevant experience working with construction management contractors in the public sector.

Licenses and Certifications:

Possession of, or ability to obtain, a valid California Driver's License by date of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed

materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Employees may periodically inspect project work sites, traversing uneven terrain. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. When performing field visits, employees may be exposed to loud noise level, hot and cold temperatures, chemicals, mechanical and electrical hazards, hazardous physical substances and fumes, and animals and insects. Employees may interact with frustrated or irritated individuals in interpreting and enforcing department policies and procedures.