

PROJECTS MANAGERDEFINITION

Under general direction, manages all assigned Public Works projects from initiation to completion, and/or administers assigned Public Works programs including but not limited to street lighting, median maintenance, refuse, bus shelter and right-of-way programs.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Plans, directs and coordinates activities of designated projects from initiation to completion, to ensure that timelines, goals and objectives specified for projects are accomplished in accordance with prescribed priorities, time limitations and funding conditions. Prepares Requests for Proposal to solicit bids from consultants. Analyzes and evaluates bids and recommends consultants for selection. Prepares Requests for Council Action related to assigned projects. Manages funding for all assigned projects; solicits funding from Federal, State and County governments for new projects. Communicates with citizen organizations and public organizations in order to coordinate various Public Works project activities. Meets with and gives presentations to various committees, governmental agencies, consultants and citizen groups. Develops City's position on various planned programs and projects and makes recommendations. Coordinates project review through City's development departments. Advises and informs supervisor regarding project status. Develops and implements a project tracking system. Recommends policies, projects and project budget. Prepares project reports, grant applications and other relevant documentation as assigned, using current software applications. Interprets and analyzes blueprints, construction plans, specifications, and related documents. May make presentations at public hearings and meetings. Depending on assignment, may be assigned to plan, direct and coordinate Public Works programs such as the street lighting, median maintenance, refuse, bus shelter and right-of-way programs. Depending on assignment, may supervise assigned staff. Performs other related functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

Incumbents in this classification perform journey-level project coordination of a very specialized nature, requiring technical understanding of projects along with fully developed skills in project management procedures and processes. Incumbents report to a division manager.

RECOMMENDED MINIMUM QUALIFICATIONS

Three years of progressively responsible related professional experience, which includes two years in planning, transportation, engineering, construction management, maintenance or related field and one year of project or program management experience which provides the following knowledge, skill and abilities:

**Knowledge of:** municipal government functions; project/program management techniques; public works construction techniques; public works maintenance issues; principles and practices of

supervision; principles and practices of municipal budgeting; current office software applications. Ability to: effectively interact and coordinate with agencies involved in project approval processes; negotiate with various parties to effectively safeguard City interests; analyze and interpret construction plans, specifications, blueprints and related documents; conduct research to ascertain pertinent facts relating to project development and completion; monitor continuous Public Works programs; analyze data, draw sound conclusions and make recommendations; interpret laws, codes and ordinances; prepare comprehensive, clear and concise written reports; develop and maintain effective working relationships with coworkers, other departments, and the general public; make formal oral presentations; establish systems and procedures to monitor program and project progress, funding and expenditures.

Skill in: the use of current software applications relevant to effective job performance; oral presentations.

### CHARACTERISTICS OF SUCCESSFUL PERFORMERS

Successful performers are well-organized, effective problem-solvers, and can independently direct projects to completion. These self-starters can adhere to strict deadlines and manage competing priorities well. They effectively communicate with a wide variety of individuals and groups, both orally and in writing. Good judgment and the ability to generate alternative courses of action are essential characteristics of successful performers.

Former class title: Transportation Project Coordinator

Title changed per Council Resolution #88-38, effective 7-1-88

Class spec revised: 6/95; 05/04

ADA Approved: 05/04