



JOB DESCRIPTION

PROJECT MANAGER

DEFINITION AND PURPOSE

Under limited supervision, plans, coordinates, administers and manages multiple projects as assigned, including but not limited to Capital Improvement Projects (CIP) and highly responsible and complex specialized projects; leads and oversees assigned projects; provides information and assistance to the Director of Public Works and the public; and performs other duties as assigned by the Director of Public Works.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

Duties may include, but are not limited to the following:

1. Develops projects scope of work, coordinates and monitors project development teams, project schedules and budgets.
2. Serves as liaison between City personnel, contractors, consultants and the public for assigned projects.
3. Prepares and oversees project budgets, purchase orders, investigates project bids and requests for proposal, and makes recommendations to the Director of Public Works and City Council.
4. Insures that project plans and specifications are reviewed and approved for construction.
5. Monitors project progress, attends project meetings, and prepares and submits weekly status reports to the Director of Public Works.
6. Oversees project construction, ensures that the projects are constructed in accordance with the project's approved plans and specifications, and closes out project documentation and archives appropriate records.
7. Prepares, negotiates and maintains control of all potential project construction change orders, tracks all project costs and reviews and approves progress payments.
8. Develops and updates project schedules using Microsoft Project software.
9. Performs a broad range of complex tasks and must work cooperatively with others.
10. Composes and prepares reports, correspondence, resolutions, agreements, and ordinances for the Director of Public Works and City Council.
11. Interfaces with other City Departments, outside agencies and consulting firms as necessary to complete assignments.
12. Under specific circumstances, may supervise or coordinate other staff in the performance of various tasks.
13. Without additional compensation, employee shall perform such additional acts or duties as the City Manager shall assign.



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QUALIFICATIONS/GUIDELINES

Education and/or Experience

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for satisfactory job performance. A bachelor's degree in civil engineering, business administration, public administration or related field is required, along with at least three years' of project management experience preferably in a public agency.

Knowledge, Skills and Abilities

- Considerable knowledge of the principles, practices and techniques of contract administration, project management, budget, cost accounting, and scheduling; related laws, ordinances, policies and procedures.
- General knowledge of contract administration, public administration, finance, purchasing, budgeting, and accounting.
- Goal oriented and action-focused, pragmatic and self-disciplined, proficient at project planning, organization, communication, team motivation and delegation skills.
- Ability to read and interpret engineering and architectural plans and specifications.
- Strong interpersonal skills and ability to deal effectively in a team environment.
- Group facilitation, mediation, and conflict resolution skills.
- Skill in organizing resources and establishing priorities.
- Ability to develop, plan, and implement short and long-range goals.
- Ability to analyze complex problems, interpret project needs, and develop creative solutions.
- Skill in the use of personal computers and software, e.g., Word, Excel, Power Point, Microsoft Project, AutoCAD, etc.
- Ability to forecast, develop budgets and timelines.
- Ability to review and track complex progress payment applications in a timely manner.
- Ability to prepare written documents with clearly organized thoughts using proper sentence structure, punctuation and grammar.
- Advanced verbal and written communication skills.
- Ability to take responsibility and exercise good judgment in recognizing authority.
- Ability to work without close supervision or direction in the accomplishment of assigned duties.
- Ability to respond courteously, efficiently, and effectively to questions and inquires from elected officials, members of commissions, boards and the public.
- Ability to follow oral and written directions.
- Ability to establish and maintain cooperative working relationships.
- Ability to make public presentations.
- Ability to draft contracts and requests for proposal.

SPECIAL REQUIREMENTS

Possession of or ability to obtain an appropriate California driver's license and a satisfactory driving record.

ESSENTIAL ELEMENTS

Aptitudes

Eye/hand coordination, hearing/listening and smelling.

Physical Demands

Sitting, walking, reaching, grasping, lifting, manual dexterity, clear speech-complex, clear seeing, and driving (car).



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Mental Requirements

Reading-complex, writing-complex, memorization, analyzing, perception, comprehension, judgment, and decision making. Ability to interpret and explain actions to the public, staff and City officials.

Work Environment

Considerable work with the public, staff and City Officials; verbal contact, face-to-face and telephone. Some work may require visiting the project sites.

Equipment

Telephone, radio and hand-held systems; computers, keyboards, printers; remote, network and data based terminals; peripheral system maintenance check equipment; calculators and typewriters; photocopier, facsimile machines; microfilm readers and metroscan.