



July 2021  
FLSA: Exempt

## PROJECTS MANAGER

### **DEFINITION**

Under general supervision or general direction of the Disaster Recovery Director, performs complex project management for a variety of Disaster Recovery and Hazard Mitigation projects in all phases of development, including project scoping, environmental review (CEQA/NEPA), advance planning, advertising, bidding, contract management, program development and design, construction or program implementation, and project closeout. Types of projects assigned will vary between planning efforts and implementation. Administers related professional services and contracts; administers Federal and State grant funds associated with assigned projects; provides excellent communication and customer service to internal and external stakeholders; provides professional staff assistance to the Disaster Recovery Director and other departments, and the public in areas of expertise; performs a variety of studies and prepares and presents staff reports; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision or general direction from the Disaster Recovery Director. Exercises some direct supervision of internal staff. May provide technical and function direction to other program and project support staff.

### **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.*

- Contributes to and manages assigned Disaster Recovery and Hazard Mitigation projects, including defining the scope of the project; securing adequate funding from Federal and State grant programs and other funding sources; coordinating with permitting agencies; performing historical document research and review; preparing plans, specifications, and cost estimates; performing research, map, and field studies and surveys; coordinating program schedules with other projects, departments, and outside agencies; preparing and reviewing cost estimates; inspecting projects to ensure compliance with grant requirements; and performs related planning and design/review work.
- Hires, manages and coordinates professional consultant contracts, including development of requests for qualifications (RFQ), requests for proposal (RFP). Negotiates, recommends for award and oversees execution of professional service contracts.
- Provides project and program administration, public relations, management, and inspection of projects, including coordinating work with other divisions and Town departments, reviewing and inspecting work to ensure conformance with plans and specifications, tracking and maintaining all project accounting, coordinating schedules, providing public notices of projects; and liaising with Town Attorney as needed.
- Administers grant funding appropriated on projects; prepares required local, State and Federal reports for various projects, and other reports, memos and correspondence related to contract compliance.
- Establishes and tracks project objectives, budgets and schedules consistent with departmental plans and policies.
- Prepares and presents reports to Town Council, commissions, and committees.

- Represents the department at various public meetings; prepares and conveys presentations to build consensus and secure public support; maintains effective community participation on assigned projects.
- Investigates field problems affecting property owners, contractors, and maintenance operations; responds to citizen inquiries and complaints; provides information to the public at the front counter in person, via telephone, or other means of communication regarding grading, encroachment permits, right-of-way and property line information, utility information, slope stability and improvement plan check, and payment processes.
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas.
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities.
- Researches, develops and recommends procedural guidelines for implementing changes in policies, procedures, rules and regulations.
- Interprets and explains federal and state rules and regulations as required; provides advice and assistance on compliance with laws, rules and regulations.
- May provide technical direction and training to other staff.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Basic principles and practices of federal and state grant-funded program scoping and design, budgeting, cost estimation, match funding, project management, contract administration, reporting, and compliance.
- Procurement requirements for federal and state grant-funded projects.
- Project management and contract administration principles and techniques.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Modern office practices and technology, including personal computer hardware and software applications related to the work.
- Modern developments, current literature, and sources of information regarding recovery and hazard mitigation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.

### **Ability to:**

- Manage and conduct research projects, analyze complex problems, evaluate alternatives, make sound recommendations, and prepare effective staff reports.
- Prepare, understand, and interpret plans, specifications, and other contract documents.
- Assist in and develop and administer contracts for professional services in a public agency setting.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations, technical written material, and Town policies and procedures.

- Prepare and present clear, concise, and logical written and oral reports, correspondence, policies, procedures, legal descriptions, and other written materials.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the Town in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Bachelor's degree in Public Administration, Business Administration or a related field, and three (3) years of experience in the area of project or program management, development, or implementation within a governmental or private sector position.

**Licenses and Certifications:**

Possession of, or ability to obtain, a valid California Driver's License by time of appointment and a satisfactory driving record.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to inspect Town development sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points, to operate a motor vehicle, and to visit various Town 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 and to conduct inspections may be required. 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 weighing up to 25 pounds.

**ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.