



September 2022
FLSA: Non-Exempt

INFRASTRUCTURE PROGRAM MANAGER

DEFINITION

Under general direction, administers, manages, organizes, and monitors infrastructure development programs within the Town of Paradise; provides administrative and compliance support during various project development stages to project manager; develops and implements strategic plans and overall objectives for the assigned programs; manages the effective use of program and project resources to meet program goals; provides grants administration support; serves as program liaison support between funding agencies and implementation staff; develops, summarizes, and maintains administrative and fiscal records; coordinates grants programs, special projects, and studies and performs related administrative functions; and performs related duties, as assigned. Specific programs assigned will include a lead role in administration of Community Development Block Grant Disaster Recovery Infrastructure funding working with California Housing & Community Development in addition to supporting funding through California Department of Transportation, Federal Highways Administration, Economic Development Administration, Federal Emergency Management Agency, and United States Department of Agriculture. Under general direction, manages procurement of a variety of materials, supplies, services, and equipment for use by the Public Works Department and Engineering Division.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is a professional classification responsible for activities related to the Town's Public Works Engineering Division. Responsibilities include budget development, grant funding and reporting, expenditure monitoring, and grant funds reimbursement. Incumbents serve as a resource for project analyses, evaluation, and reporting. Responsibilities include developing and implementing policies and procedures for assigned programs, budget administration and reporting, program evaluation, and procurement of a variety of materials, supplies, services, and equipment for use by the Public Works Department and Engineering Division. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines.

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.

- Manages and coordinates assigned funding programs, reviews, evaluates, and assesses methods and procedures and administrative support systems to ensure compliance with funding.
- Administers program contracts and agreements; determined needs and requirements for contractual services; ensures legal and contractual provisions are included to protect the Town's interests; ensures contractor compliance with contractual provisions.

- Coordinates and performs work in grants development, administration, and reporting, including researching grant funding opportunities, evaluating funding opportunities relative to Town policies and vision, preparing grant proposals, assisting in preparing budgets, and interpreting funding agency regulations and requirements.
- Analyzes, reviews, and ensures compliance of proposals and grant budgets with policies, regulations, funding agency requirements, and accounting protocols and procedures; facilitates documentation requirements.
- Advises and guides staff on the application of grant funding policies, regulations, and procedures.
- Serves as a liaison with employees and grant funding organizations pertaining to grant administration, submissions, and future funding; provides information and assistance to the departments regarding research of funding opportunities; receives and responds to questions relating to assigned area of responsibility.
- Maintains accurate records and files; develops storage of records and retention schedules.
- Monitors changes in laws, regulations, and technology that may affect Town or divisional operations; implements policy and procedural changes as required.
- Attends meetings, conferences, workshops, and training sessions and reviews publications and materials to remain current on grant funding policies, regulations, procedures, and new developments; prepares reports of changes to management; provides recommendations on implementation and impact of changes.
- Obtains verbal or written price quotations or prepares formal specifications and bid packages (RFP, RFQ, RFI) as required; prepares Council agenda information for the formal bid processes; analyzes bids and proposals, recommends award, and prepares necessary documentation.
- Interviews salespersons, visits manufacturers and suppliers, attends demonstrations, and obtains samples and literature from potential suppliers; explains procurement policies and procedures to potential suppliers; obtains comparative data regarding price, quality, quantity and availability of materials, supplies and equipment.
- Coordinates supplier updates of catalog data in procurement technology tools.
- Places orders and negotiates with suppliers as required if changes in purchase terms are required; expedites purchase orders, determining the reason for delivery or other problems and following up as necessary, works with using departments to reconcile invoices and to solve delivery, quality and other problems that arise.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Organizational and management practices as applied to the analysis and evaluation of projects, policies, procedures, and operational needs; principles and practices of public agency administration.
- Principles, practices, and procedures of budgeting, contract administration, grant administration, and competitive bidding procedures in a public agency setting.
- Project and/or program management, analytical processes, and report preparation techniques.
- Research and reporting methods, techniques, and procedures.
- Sources of information related to a broad range of municipal programs, services, and administration.
- Applicable Federal, State, and local laws, regulatory codes ordinances, and procedures relevant to assigned area of responsibility.
- Record keeping principles and procedures.
- Techniques for effectively representing the Town in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

- Administrative principles and practices, including goal setting, project development, implementation, and evaluation.
- Methods and techniques for the development of presentations, business correspondence, and information distribution.
- 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.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Assist in the development of goals, objectives, policies, procedures, and work standards for grant program administration.
- Coordinate and oversee departmental administrative, budgeting, and fiscal reporting activities as they relate to projects funded by grants.
- Interpret, apply, and explain complex Federal, State, and local laws, codes, regulations, and departmental policies and procedures.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Prepare clear and effective financial, statistical, narrative, informational, and educational reports, correspondence, procedures, and other written material.
- Make accurate arithmetic, financial and statistical computations.
- Analyze situations and identify pertinent problems/issues, conduct research to gather relevant information, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, setting priorities, and meeting critical time deadlines.
- Effectively administer special projects with contractual agreements and ensure compliance with stipulations.
- Conduct effective negotiations and effectively represent the Town and the assigned division in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Learn and understand the organization and operation of the Town and of outside agencies as necessary to assume assigned responsibilities.
- 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:

Equivalent to a bachelor's degree in in public administration, finance, business administration, or a closely related field and five (5) years of related experience including program development and administration.

Licenses and Certifications:

Must possess a valid US driver's license upon date of application. Must obtain California driver's license following hire date per California DMV regulations.

PHYSICAL DEMANDS

- The standard office position requires an employee to access their work location, attend meetings, use computerized workstations, and lift paperwork and light-weight equipment or resources (less than 25 pounds). Typically, an employee will need to walk, stand, sit, use a keyboard, see, hear, bend, lift, and twist. The employee obtains information from oral instructions, conversations, written reports, email, the Internet, and professional publications, and will process and analyze the information obtained. The employee will provide information orally or in writing, and work on numerous concurrent projects and tasks under deadlines. Typically, an employee will need to mentally process and analyze complex information, compose complex responses, interact with others, and present information and reports.

ENVIRONMENTAL CONDITIONS

- Office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.