



Project Controls Administrator

Class Code	FLSA Status	EEO Category	Represented Status	Salary Grade	Effective Date	Resolution #
317	Exempt	1 – Officials/Administrators	AFSCME	8	REV 4-13	13-017

DEFINITION: Under general direction, performs a wide variety of project management control functions, including the preparation and monitoring of engineering and capital project budgets, with an emphasis on cost and quality controls.

REPRESENTATIVE FUNCTIONS include, but are not limited to:

- Plans, organizes, and coordinates the implementation of project controls for new and ongoing capital projects.
- Interprets and communicates capital project requirements, and develops budgets, including cost control policies and procedures.
- Monitors and analyzes capital project activities, with an emphasis on budgets and the monitoring of expenditures.
- Prepares, or assists in preparing periodic reports of project status and actual expenditures, to ensure continued capital funding.
- Provides input for the establishment and revision of budgets for capital projects; reviews and justifies budget variances, and recommends systems and process improvements to project management.
- Coordinates with Project Managers and Senior Project Managers to review budget variances; recommends systems and process improvements, and prepares project revisions to secure additional funding.
- Participates in pre-bid and pre-construction meetings and negotiations.
- Reviews contracts for adequacy and completeness of project and quality control requirements; and ensures that quality control language and warranty provisions are included in contract specifications.
- Maintains and monitors contracts and billings for consultants, contractors and vendors providing professional and technical services.
- Provides, or assists in providing training in project control methodologies, procedures, and systems; to Project Managers and other District staff, as well as consultants, and contractors.
- Reviews, analyzes, and maintains data and information in the District’s Enterprise Project Management (EPM) system. Oversees the accuracy of data entry input.
- Maintains the utilization of project control software by identifying and assisting in the resolution of issues related to business processes, or systems problems.
- Coordinates the preparation, processing, and monitoring of professional services agreements, contracts, Purchase Orders, and Requests for Proposal.
- Assists project management staff in formulating new and revised specifications for capital projects and facilities.

This Class Specification is intended to present a descriptive list of the range of essential functions performed by an incumbent in this class, but is not intended to reflect all duties performed within the job.	Est 2-13 Revised 4/13	Date: Approved by David J. Armijo, General Manager
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Project Controls Administrator

- Maintains electronic and hard copy records of project related documentation.
- Maintains commitments and billings for professional and technical service contracts.
- May supervise subordinate staff as assigned, or on an ad-hoc basis
- Performs related duties as required.

MINIMUM QUALIFICATIONS:

Knowledge Of: Methodologies, techniques, and procedures used in the planning, development, scheduling, contract change control, and delivery of capital projects; processes, principles and practices of accounting and financial analysis, including cost control methods; budget development and monitoring of expenditures; quality control concepts and procedures; pertinent engineering and construction terminology and concepts; report and presentation writing; principles and practices of record keeping; pertinent state, federal, and local laws, rules, regulations, policies, and procedures; English usage, spelling, grammar and punctuation; current office practices; business mathematics; statistical methods; and current software for spreadsheets, word processing, databases, and presentation at the intermediate level of proficiency.

Ability To: Quickly learn and effectively use the District’s EPM system; independently coordinate and implement assigned project control duties; learn and understand all aspects of assigned projects; identify and interpret technical, numerical, and statistical data and information; develop and monitor project budgets; forecast future expenditures based on analysis of available data; analyze work papers, financial data, schedules, and operational situations in order to effectively problem solve and develop and recommend new and revised project procedures; interpret and explain pertinent District policies and procedures; monitor the work of others and make recommendations for process improvement; train staff in the use of project control methods and practices; communicate effectively both orally and in writing; type accurately on a keyboard in order to complete work in a timely and efficient manner; and establish and maintain effective working relationships with those contacted in the course of work using principles of excellent customer service.

Education: Equivalent to a Bachelor’s degree in business administration, public administration, finance, engineering, or a closely related field.

Experience: Equivalent to at least five (5) years of recent and verifiable experience in which major job functions included project budget development, cost analysis, and the use of project control techniques, methodologies, and software; including one (1) year of lead or supervisory experience.

License/Certification: Some positions in this classification may require the possession of, or ability to obtain, and maintain a valid Class C California Driver License; and must meet the District’s safe driving standards.

Physical Requirements: Must maintain the physical condition necessary to perform tasks in an office setting operating a computer, keyboard, and other peripheral equipment; safely drive a District automobile; and walk, stand, and climb short distances in construction settings in order to inspect the progress of assigned projects.

NOTE: Some positions within this classification may be grant-funded, and/or limited-term positions. Grant funded positions are subject to the availability of funds.

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