



## Project Manager

Class Code	FLSA Status	EEO Category	Represented Status	Salary Grade	Effective Date	Resolution
063	Exempt	2 - Professionals	Unrepresented	10	REV 8-14	1139

**DEFINITION:** Under general direction, manages one or more implementations, and/or ongoing projects through the entire cycle from initiation to closure; coordinates activities with District staff from various departments, and supervises assigned staff on an ongoing or ad-hoc basis.

**REPRESENTATIVE FUNCTIONS include, but are not limited to:**

- Evaluates and recommends professional consulting services for assigned projects; develops and disseminates Requests for Proposals (RFPs), Request for Qualifications (RFQs) and Invitation For Bids (IFBs); assists in the negotiation, preparation and administration of professional services, architectural/engineering services and construction contracts; and recommends and prepares amendments to professional services contracts.
  - Participates in the establishment and implementation of project goals and objectives, and establishes and maintains adherence to project administration techniques, policies and procedures.
  - Leads, or participates in the negotiation, implementation, and administration of agreements, including professional services agreements, architectural/engineering services agreements, and construction agreements.
  - Reviews and recommends the approval of project proposals; coordinates design and planning services for assigned projects; and reviews design concepts for compliance with development plans.
  - Prepares and submits purchasing documentation; including requisitions, Statements of Work (SOWs), and proposal evaluation criteria. Participates in evaluation of proposals and bids.
  - Develops, prepares, and monitors project budgets; submits budget justifications, and monitors and controls expenditures. Prepares or oversees the preparation of program budget forms, reports, and work sheets.
  - Monitors agreements and projects for compliance with rules and requirements.
- Reviews, and maintains project-related information, including project schedules, status reports, issues, risks and deliverables.
- Reviews and approves invoices from contractors. Monitors financial reports to ensure proper accounting of project expenditures. Coordinates with grants management, grants accounting, Accounts Payable, and Accounts Receivable to resolves issues.
  - Exercises technical and functional supervision over professional, technical, and clerical staff, as well as outside consultants and contractors.
  - Supervises, and participates in the formation, planning, review, and management of assigned projects. Assigns, supervises, trains, and reviews the work of assigned staff, contractors, and consultants.
  - Attends and participates in professional meetings with District management, as well as outside business, government, and professional organizations. Makes presentations, as required.
  - Performs related duties as required.

**MINIMUM QUALIFICATIONS:**

**Knowledge Of:** The technical and/or professional field of study required by specific assigned projects; principles and practices of project management; principles of supervision, motivation, team building, training,



## Project Manager

and conflict resolution; the general principles of accounting; contractual approaches and their proper usage as outlined in FTA Circular 4220.1; English usage, spelling, grammar and punctuation; personal computers and commonly used software for spreadsheets, word processing, and presentation at the intermediate level of proficiency, as well as specific software required for assigned projects at the advanced level of proficiency.

**Ability To:** Lead, organize, and review the work of internal and external professional personnel; develop, analyze, evaluate, and modify project management methodologies; prepare plans, specifications, and bid documents; develop, interpret, explain, apply project policies and procedures, as well as applicable federal, state, and local laws, and regulations; properly interpret, ensure compliance with, and make recommendations in accordance with laws, regulations, and policies; analyze and interpret financial statements; work cooperatively with other departments, officials of local government jurisdictions, and other outside agencies and businesses; respond tactfully, clearly, concisely, and appropriately to inquiries from the public, and governmental agencies on issues in the area of responsibility; effectively organize and prioritize timelines and project schedules; manage consultant contracts; prepare and administer large project budgets and monitor expenditures; prepare clear and concise reports; stay abreast of new developments and trends in the assigned field, and recommend and incorporate changes as appropriate; communicate clearly and concisely in English, both orally and in writing; 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 a field related to the professional specialty of the assigned special projects.

**Desired Education/Training:** Additional education or training in project management, public administration, and/or organizational development.

**Experience:** A minimum of five (5) years of experience in the professional field required by the assigned special projects. Years of experience may be substituted for the educational requirement on a two for one basis (two years experience may be submitted for one year of education).

**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.

Manager of Special Projects Est 1991. Revised 10/08 & 4/13. Title change 8/14

S:\HR\Data 12-01-01\Class-Comp\Class Specs\Project Manager REV 8-14.doc