



Office of Human Resources
Project Manager II - CA2293
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General Statement of Duties

Performs advanced professional level project management work on complex, multifaceted projects from inception to completion including the management and coordination of projects that have city-wide impact and requires a global, strategic understanding of city agencies and city policies, standards, and systems.

Distinguishing Characteristics

This class performs advanced professional level project management work on complex, multifaceted projects from inception to completion including the management and coordination of projects that have city-wide impact. This class is distinguished from the Project Manager I that performs professional level project management work on projects from inception to completion by managing and coordinating departmental projects which includes organizing, administering, and monitoring one or more projects. Additionally, a Project Manager I is distinguished from a Project Manager II in that a Project Manager II is responsible for complex, multi-million dollar projects that involve coordination with a number of external and internal organizations. The Project Manager II is distinguished from the Senior Engineer that performs full performance professional project management work involving major projects or programs in design, plan review, regulatory compliance, and/or construction characterized by size and scope with multiple considerations and application of intensive and diversified knowledge of engineering principles and practices. The Project Manager II is distinguished from the Program Manager that performs professional and supervisory work over program staff, provides leadership, program direction, and long range and short term planning for the program area(s), directs program design, policy development, and performance criteria for program operations, and makes budgetary and resource allocation decisions.

Project Management Definition: Project management is a carefully planned and organized effort to accomplish a specific one-time effort/endeavor and undertaken to achieve a particular aim. Project management includes developing a project plan, defining project goals and objectives, specifying tasks, how goals will be achieved, and what resources are needed, and associating budgets and timelines for completion. It also includes implementing the project plan along with careful controls to stay on the “critical path” that is to ensure the plan is being managed according to plan. Project management usually follows major phases including feasibility study, project planning, implementation, evaluation, and support/maintenance.

Matrix Management: Is defined as a style of management where an individual reports to a supervisor and a team leader, one functional and one operational. This is a common practice for project management where an employee reports to her/his assigned supervisor and reports to a team leader/project manager on operational project issues. The employee’s supervisor still has overall responsibility for performing the elements of supervision including performance evaluation and approving leave time and the team leader is responsible for performing the elements of lead work while the employee is assigned to a specific project.

Level of Supervision Exercised

Matrix manages and/or coordinates the work of consultants/contractors and other employees who are assigned to specific projects.

Essential Duties

Performs project management work by managing, coordinating, and directing large, complex, multi-disciplinary development, redevelopment, and capital improvement projects including project initiation, development, production/execution, and closing/maintenance and project coordination with city departments, elected officials, affected community and business organizations, and other internal/external stakeholders.

Consults with managers, elected officials, and stakeholders to determine and establish project plans and goals, formulates and defines scope of work and objectives, and develops project work plans including time frames, funding limitations, contract costs, risk factors, staffing requirements, and allotment of available resources to various phases of a project.

Reviews project design(s) and schematics for quality, technical competence, and code and standards compliance, monitors the progress and quality of a project, and resolves problems and project barriers by identifying strategies and approaches to overcome barriers.

Develops project budgets, schedules, work plans, and cost estimates/projections, administers and monitors contracts including contract negotiation and preparation of contract recommendations, and monitors projects for conformance to approved plans and contract specifications.

Prepares pre-bid materials defining scope of work and related information necessary for request for qualifications (RFQ) and request for proposals (RFP), sets up selection board; responds to questions concerning the project and/or contract(s); reviews bids, and prepares recommendation(s).

Develops a communication plan and related project status reports for key stakeholders and provides updates on project activities and information on risks and mitigation strategies.

Prepares and monitors the budget for project planning, design, regulatory, and/or construction phases, recommends project budget needs for annual appropriations, and ensures project deliverables stay on-time, on-target, and on-budget.

Interacts with utility companies, city agencies/departments, and other governmental agencies to obtain necessary permits and clearances and to ensure regulatory compliance.

Matrix manages and/or coordinates and directs the work of consultants and related personnel who have been assigned responsibility for various projects and/or portions of a project and defines and manages the overall change control processes and quality assurance aspects of the project to ensure project success.

Performs other related duties as assigned.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Decision Making – Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.

Influencing/Negotiating – Persuades others to accept recommendations, cooperate, or change their behavior; works with others towards an agreement; negotiates to find mutually acceptable solutions.

Oral Communication – Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

Project Management – Manages all aspects of one or multiple projects through initiating, planning, executing, monitoring, and closing project, complying with established control systems and rules. Monitors processes, progress, and results. Determines objectives, sets priorities, delegates work, and provides others with a clear direction. Works with others towards an agreement that may involve exchanging specific resources or resolving differences.

Strategic Thinking – Formulates objectives and priorities, and implements plans consistent with the long-term interests of the organization in a global environment. Capitalizes on opportunities and manages risks.

Working with People - Shows respect for the views and contributions of other team members. Shows empathy, listens, supports, and cares for others, and reconciles conflict

Written Communication – Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

Knowledge & Skills

Knowledge of methods, principles, and tools for managing projects including acquisition and procurement management.

Knowledge of planning, coordination, and execution of business functions, resource allocation, and production.

Knowledge of various types of contracts, techniques for contracting and procurement, contract negotiation, and administration.

Knowledge of the principles, methods, and tools used for risk management and mitigation including assessment of failures and their consequences.

Knowledge of the principles, methods, and tools for conducting performance assessment to enhance and validate project performance and user acceptance.

Knowledge of functions, principles, methods, and techniques of public planning including those related to community planning, outdoor recreation planning, and natural resource management such as demand forecasting, environmental impact analysis, financial forecasting, and land use planning and zoning.

Education Requirement

Bachelor's Degree in Business, Management, Public Administration, or a related field.

Experience Requirement

Three (3) years of professional project management experience in the related occupational group including planning, managing, and scheduling projects and preparing and reviewing contract documents.

Education & Experience Equivalency

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

Licensure & Certification

By position, requires a valid Driver's License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Pressure due to multiple calls and inquiries.
Subject to many interruptions.
Subject to varying and unpredictable situations.
Subject to long irregular hours.
Subject to traffic, roadways, and pedestrians.

Level of Physical Demand

3-Medium (20-50 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Sitting: remaining in the normal seated position.
Carrying: transporting an object usually by hand, arm, or shoulder.
Balancing: maintaining body equilibrium to prevent falling over.
Reaching: extending the hand (s) and arm(s) in any direction.
Handling: seizing, holding, grasping, or otherwise working with hand(s).
Fingering: picking, pinching, or otherwise working with fingers.
Talking: expressing or exchanging ideas by means of spoken words.
Hearing: perceiving the nature of sounds by the ear.
Repetitive motions: making frequent movements with a part of the body.
Eye/hand/foot coordination: performing work through using two or more.
Far Acuity: ability to see clearly at 20 feet or more.
Near Acuity: ability to see clearly at 20 inches or less.
Depth Perception: ability to judge distance and space relationships.
Field of Vision: ability to see peripherally.
Color Vision: ability to distinguish and identify different colors.
Lifting: raising or lowering objects weighing no more than 50 pounds, from one level to another.

Background Check Requirement

Criminal Check
Employment Verification
Education Check
By position, Motor Vehicle Record

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: A-817

FLSA Code: Y

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: