



Office of Human Resources  
Project Manager I - CA2290  
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### General Statement of Duties

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.

### Distinguishing Characteristics

This class performs professional level project management work on projects from inception to completion including the management and coordination of departmental projects. This class is distinguished from a Project Manager II that 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. Additionally, a Project Manager II is distinguished from a Project Manager I 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 I class is distinguished from a 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, determining 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 the plan. Project management usually follows major phases including 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

By position, matrix manages and/or coordinates the work of consultants/contractors and other employees who are assigned to specific projects.

By position, perform lead work.

By position, supervises technical staff.

### Essential Duties

Performs project management work by managing, coordinating, and directing development, redevelopment, and capital improvement projects for a department including project coordination with city departments, affected community and business organizations, and/or other stakeholders.

Confers with management in order to maintain established project plans and goals, scope of work, and project work plans including time frames, funding limitations, contract costs, risk factors, and allotment of available resources to various phases of a project.

Reviews projects for 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.

Tracks schedules, work plans, and cost estimates/projections and monitors projects for conformance to approved plans and contract specifications.

Assists or participates in preparing pre-bid materials defining scope of work and related information necessary for request for qualifications (RFQ) and request for proposals (RFP) and responding to questions concerning the project and/or contract(s).

Prepares and communicates project status reports for key stakeholders and provides updates on project activities and information on risks and mitigation strategies.

Monitors the budget for project planning, design, regulatory, and/or construction phases 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.

By position, matrix manages and/or coordinates the work of consultants and/or 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

**Conflict Management** – Manages and resolves conflicts, grievances, confrontations, or disagreements in a constructive manner to minimize negative personal impact.

**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.

**Interpersonal Skills** – Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

**Planning and Evaluating** – Organizes work, sets priorities, and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organizations or parts of the organization to accomplish goals; monitors progress and evaluates outcomes.

**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 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.

### **Education Requirement**

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

### **Experience Requirement**

Two (2) years of professional project management experience in the related occupational group including coordinating, administering, and monitoring projects.

### **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.

### **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.

Accommodation: ability to adjust vision to bring objects into focus.

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-815**

**FLSA Code: Y**

**Established Date: 9/21/2018**

**Established By: LS**

**Revised Date:**

**Revised By:**

**Class History:**