

PROJECT MANAGER

DEFINITION

Under administrative direction, manages through coordination and direction the formulation and implementation of activities within assigned project(s) and/or objectives. Responsible for City computer resources, management information systems, and management activities including overseeing infrastructures, applications, project oversight, and program management. Duties include to plan and coordinate public and private development activities, contract management, budget development, and to provide reports; to coordinate activities with other divisions and departments; to provide highly complex staff assistance; and to do related work as required. Serves as Disaster Service Worker. FLSA Status: Exempt. Bargaining Group: Mid-Management Unit.

DISTINGUISHING CHARACTERISTICS

This position provides administrative and analytical assistance and support, record keeping, report preparation, data entry, and support to all City departments and staff. Assignments are broad in scope and are carried out with a significant degree of latitude and independence.

REPORTS TO

City Manager or as assigned.

CLASSIFICATIONS SUPERVISED

Incumbents may provide work direction and coordination of support staff as assigned.

ESSENTIAL FUNCTIONS

Knowledge of office procedures, methods, and computer software and hardware; ability to perform responsible and difficult administrative work involving the use of independent judgment; personal initiative to independently perform complex administrative support services; and ability to communicate clearly and concisely, both orally and in writing. Projects may range from City Council projects to economic development issues and may include technology-based projects. Develops, reviews, evaluates and implements projects; performs budget analysis for City projects; be motivated, demonstrates initiative, and possesses high energy and adaptability/flexibility; works with departments to determine and develop technological needs; develops and presents special studies on the use and upgrading of information systems resources; represents City information systems functions with City staff, the public, and other agencies; analyzes vendors and contractors and reviews, interprets, and maintains contracts; recommends solutions and manages the installation phases of a project; provides subject matter knowledge to the project team or the customer; builds and maintains positive working relationships with

co-workers, other City employees, and the public using principles of good customer service; uses formal project management techniques; makes modifications and adjustments as required to ensure projects are delivered on time and within budget; may provide technical guidance and assistance to other staff associated with technology systems; researches and prepares technical and administrative reports; and prepares written correspondence.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment including computer, telephone, calculator, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is normally performed in an office environment; frequent driving to different locations throughout the City; frequent contact with staff and the public.

MINIMUM QUALIFICATIONS**Knowledge of:**

- Practices, procedures, and techniques of research, information analysis, and report development.
- Technology advancement and how they can/will be applied within the City's current/future business models.
- Quality assurance programs.

Ability to:

- Plan, organize, manage, and coordinate City projects.
- Carry out and/or manage application design, development, support, and maintenance.
- Effectively oversee multiple projects simultaneously while managing project costs, resources, and schedules.
- Interpret and apply City policies, procedures, rules, and regulations.
- Research, gather, develop, analyze, and present a variety of complex information and data.
- Evaluate options and develop alternatives, including cost justifications, for the development and application of approved projects.
- Communicate well during public presentations.
- Prepare clear, concise, and accurate records and reports.
- Establish and maintain cooperative working relationships.
- Work independently.

Training and Experience:

- Three (3) years of increasingly responsible administrative assistance level experience including experience in technology support, communications, professional development and utilization of resources, and management information systems, preferably within a local government agency.

SPECIAL REQUIREMENTS

- Candidates may be required to obtain special clearance to work on Police Department internal projects.

Education:

- Graduation from an accredited college or university with a Bachelor's degree in public/business administration or a related field; MPA preferred. Education requirement may be substituted with equivalent years of experience.

License:

- Possession of a valid California driver's license.

The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The City of Atwater assumes no responsibility beyond the general accuracy of the document, nor does it assume responsibility for any errors or omissions in the information contained herein. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are determined through a meet and confer process and are subject to the Memorandum of Understanding currently in effect.