

CITY OF EL CERRITO
PROJECT MANAGER AND SENIOR PROJECT MANAGER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To administer and coordinate policies, projects and/or programs in the areas of redevelopment, affordable housing and/or economic development; performs a variety of technical work; provides professional assistance and strategy guidance to City and Agency staff and project management regarding assigned programmatic areas; fosters cooperative working relationships with state and federal agencies, business and community groups and the public; and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

Project Manager

This is a journey-level position. Positions in this class are assigned difficult and complex assignments in redevelopment, affordable housing and/or economic development requiring a high degree of knowledge of applicable policies, practices and techniques. Assignments are usually received with general guidelines requiring incumbents to act with considerable independence. This class performs analytical work of average to above average scope and responsibility and designs and coordinates programs as assigned.

Senior Project Manager

This is the advanced journey-level class in the series with responsibility for project and/or program conception, development, administration and financial oversight of various redevelopment, affordable housing and/or economic development projects. Positions in this class are assigned more complex assignments, projects and/or programs in redevelopment, affordable housing and/or economic development requiring thorough knowledge of highly complex and changing laws, regulations and policies affecting assigned programs and projects. The Senior class may have supervisory responsibilities. A great degree of technical input is provided to the City Manager, Community Development Director and Economic Development/Redevelopment Manager on complex issues.

NOTE: Depending on experience, incumbents in the Project Manager class may progress to the next classification level provided that the assigned Department can certify that the employee is working at the required level and possesses the required skills, knowledge and abilities, and provided that budgetary constraints allow for promotion to the next class.

SUPERVISION RECEIVED AND EXERCISED

Project Manager:

Receives general supervision from the Economic Development/Redevelopment Division Manager or Community Development Director or Senior Project Manager.

Senior Project Manager:

Receives general supervision from the Economic Development/Redevelopment Division Manager or Community Development Director.

ESSENTIAL FUNCTIONS *Essential responsibilities and duties may include, but are not limited to, the following:*

Project Manager

Develop, implement, review and evaluates redevelopment, affordable housing and/or economic development policies, projects and programs;

Participate in the development of recommendations for and implementation of immediate and long-term strategies, plans and programs for furthering the City's redevelopment, affordable housing and economic development goals.

Perform property acquisition, development solicitation, disposition, management and relocation activities for the Redevelopment Agency and other City departments, as required.

Work with developers on land acquisition, preparation of development plans, and project financing.

Oversee and coordinate the work of consultants providing professions/technical assistance in specified programmatic areas.

Prepare requests for proposals, negotiate and administers consultant contracts and authorize payments for services provided.

Prepare and supervises project-specific budgets.

Monitor schedules and budgets for projects and programs.

Make public presentations to legislative bodies and community groups.

Represent the City at meetings, conferences, and trade shows with non-profit and for-profit developers, businesses, builders, brokers, and the public.

Prepare and present comprehensive reports on all aspects of assigned programs and projects.

Collaborate with Planning, Building, Engineering and other City staff and outside agencies to facilitate development projects; development of ordinances, policies and procedures; and coordinate code enforcement activities.

Monitor compliance by developers, property owners and property managers with regulatory agreements and deed restrictions, whether directly or indirectly through administration of a consulting contract.

Perform redevelopment planning, policy and administrative activities such as plan amendments, plan adoption, implementation plan preparation and updates.

Prepare grant proposals; monitors active grants to ensure that all stipulations and regulations regarding the use of funds are met; maintain appropriate records and documentation to satisfy audit requirements.

Serve as liaison between department and other City departments, committees, and community groups.

Assist in the preparation of Redevelopment Agency budget; make budget recommendations relative to assigned program areas of responsibility; coordinate and compile budget recommendations into comprehensive budget document.

Assist in determining financial methods, procedures, and costs pertaining to projects and programs; conduct cost benefit analyses and reviews and prepares financial and statistical reports; coordinate contract arrangements with other agencies/parties.

Keep City and Agency staff informed of complex and changing Federal and State laws and regulations affecting assigned projects and programs.

Senior Project Manager:

In addition to the above, manage and complete the largest and most complex projects.

Supervise other staff including Project Manager, as assigned.

Marginal Functions:

Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Project Manager

Physical, financial and legal aspects of redevelopment, affordable housing and economic development.

Real estate practices.

Principles of project planning and management techniques.

Consultant oversight practices.

Negotiation practices and techniques.

Budget preparation and administration.

Grant preparation, administration and monitoring.

Principles and procedures in tax allocation financing.

Senior Project Manager

In addition to above:

Extensive knowledge of all applicable laws, codes and regulations governing redevelopment, affordable housing and economic development.

Principles and requirements of planning and administering multiple and complex projects.

Extensive knowledge of governmental functions and paths of coordination.

Knowledge of personnel supervisory principles and practices is preferred.

Ability to:

Project Manager

Organize, prioritize and manage multiple projects and other work assigned.

Administer major programs in area assigned.

Interpret and apply relevant legislation and court rulings.

Analyze and evaluate complex problems and develop appropriate solutions.

Communicate clearly and concisely both verbally and in writing.

Establish and maintain effective working relationships with others.

Work independently in the completion of assignments

Coordinate staff resources, as needed.

Maintain physical and mental capacities appropriate to the performance of assigned duties and responsibilities.

Senior Project Manager

In addition to above:

Effectively manage multiple and highly complex projects.

Administer major or comprehensive programs, as assigned.

Interpret and apply specialized, highly complex legislation and court rulings.

Coordinate multi-faceted programs or projects and direct work of others as needed.

Experience and training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Project Manager: Three years of experience, preferably in a public agency, related to project development and management in the area of redevelopment, affordable housing and/or economic development.

Senior Project Manger: Five years of experience, preferably in a public agency, performing project development and management in the area of redevelopment, affordable housing and/or economic development.

Training:

Project Manager and Senior Project Manager: Bachelor's degree in planning, architecture, public administration or closely related field. Master's degree in a related field is preferred.

Licenses/Certificates/Other Requirements

Possession of, or ability to obtain before date of appointment, a valid California Driver's License.

PHYSICAL DEMANDS (may vary depending on area of assignment/program/department.)

Sitting:	Frequently	Lifting:	
Standing:	Occasionally	up to 10 lbs:	Occasionally to Frequently
Walking:	Occasionally	11 to 25 lbs:	Occasionally
Bending:	Occasionally	26 to 50 lbs:	Occasionally
Crouching:	Occasionally	51 to 75 lbs:	Never
Stooping:	Occasionally	76 to 100 lbs:	Never
Kneeling:	Never	100 + lbs:	Never
Crawling:	Never	Carrying	
Climbing:	Occasionally	up to 10 lbs:	Occasionally to Frequently
Balancing:	Never	11 to 25 lbs:	Occasionally
Running:	Never	26 to 50 lbs:	Occasionally
Twisting:	Occasionally	51 to 75 lbs:	Never
Turning:	Occasionally	76 to 100 lbs:	Never
Jumping:	Never	100 + lbs:	Never

Pushing/Pulling:

up to 10 lbs:	Occasionally
11 to 25 lbs:	Occasionally
26 to 50 lbs:	Never
51 to 75 lbs:	Never
76 to 100 lbs:	Never
100 + lbs:	Never

Grasping – firm:	Occasionally
Finger dexterity:	Frequently
Reaching forward:	Frequently
Reaching overhead:	Occasionally
Pinch grasp:	Occasionally
Grasp – light:	Frequently

Coordination -	Eye-hand:	Occasionally
	Eye-hand-foot:	Occasionally
	Driving:	Occasionally

Talking -	Face-to-face:	Frequently
	Verbal contact:	Frequently
	Public:	Occasionally

Vision	-	Acuity far:	Required
		Acuity, near:	Required
		Depth perception:	Required

PHYSICAL DEMANDS: (continued)

Field of vision:	Required
Accommodation:	Required
Color vision:	Required

Hearing	-	Conversation:	Frequently
		Telephone:	Frequently
		Earplugs:	Never

MENTAL REQUIREMENTS

Abstract variables, Interpret instructions, Problems-standard, Detailed, uninvolved instructions, One or two-step instructions, Reading-simple, Reading-complex, Writing-simple, Writing-complex, Math skills-simple, Math skills-complex, Clerical, Coordination, Analyzing, Compiling, Computing, Copying, Comparing, Negotiating, Instructing, Supervising, Persuading, Speaking-signaling, Serving, Taking instructions-helping, Setting-up, Comprehend/follow instructions, Perform simple-repetitive tasks, Maintain work pace, Relate to other people, Influence other people, Perform varied-complex tasks, Generalizations/evaluations, Responsibility for direction.

WORK ENVIRONMENT

Indoors, Using computer/computer monitor screen, Works around others, Works alone, Works with others.

10/2007