

Adopted: September 2001, Revised: March 2014

Class Title: Senior Projects Manager

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Responsible for the coordination, management, development and/or implementation of special projects. Recommends strategic city-wide and departmental direction on various special projects. Performs administrative duties related to such projects.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Oversees the project by planning schedules and budgets, collecting and analyzing project related data, researching and identifying work processes, assessing technical and organizational capabilities, developing long-term strategies, coordinating work between the department and consultant/vendor, reviewing and approving specifications.
2	S	Provides leadership and management by providing direction, setting priorities, developing project plans and coordinating resources to accomplish organizational and departmental goals and initiatives.
3	L	Provides administrative support by preparing and delivering project related presentations, reports and other requested information.
4	S	Ensures project is on schedule and is adhering to the identified budget.
5	S	Acts as the City and/or Departmental Representative on assigned projects. Advises the department of best practices, estimates budget and best course of action on assigned project(s). Works to ensure projects are completed in the timeliest and most cost effective manner. Prepares written documentation of project status.

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CLASS REQUIREMENTS:

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Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Over five years of project management and strategic planning experience.
Certifications and Other Requirements	Valid Driver's License; Depending on assignment, may require Real Estate License, Professional Mediator Training, Professional Engineer, Registered Architect; Knowledge of information technology related systems preferred.
Reading	Work requires the ability to read contracts, technical manuals and publications.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, algebra, and geometry.
Writing	Work requires the ability to write various reports.
Managerial	Managerial responsibilities include planning and coordinating projects between the City and consultant/vendors and resolving problems.
Budget Responsibility	N/A
Supervisory / Organizational Control	Job may be responsible for the direction or supervision of others.
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, these incumbents work with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

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OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Offsite business meetings, showing properties, presentations
Sitting	F	Computer, desk work, meetings, dining business associates
Walking	C	To/from meetings, showing properties, touring buildings, client contact
Lifting	O	General office supplies, marketing supplies and equipment
Carrying	O	General office supplies, marketing supplies and equipment
Pushing/Pulling	N	
Reaching	R	General office supplies, marketing supplies and equipment
Handling	F	General office supplies, marketing supplies and equipment
Fine Dexterity	F	Computer keyboard, calculator, telephone
Kneeling	R	General office supplies, marketing supplies and equipment
Crouching	R	General office supplies, marketing supplies and equipment
Crawling	N	
Bending	F	General office supplies, marketing supplies and equipment, filling
Twisting	R	General office supplies, marketing supplies and equipment
Climbing	N	
Balancing	N	
Vision	C	Computer, desk work, reading, writing, filing
Hearing	C	Staff, supervisor, prospective business associates, owners, meetings, presentations
Talking	C	Staff, supervisor, prospective business associates, owners, meetings, presentations
Foot Controls	F	Driving
Other (specify)	N	

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computer, laser or inkjet printer, copy machine, fax machine, telephone, calculator, palm pilot, cellular telephone, digital camera, A/V equipment, slide projector and other presentation materials, motor vehicle, Standard Microsoft Windows and Office software

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	O
Other (see 3 below)	N

- (3)