



## MANAGER OF SPECIAL PROJECTS

JC: AC350  
PB: 08  
FLSA: Exempt

PC: 890  
BU: 31 (AFSCME)  
Created March 2001  
Updated: January 2013

*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**

Manages a variety of special projects; administers work of consultants and/or contractors; coordinates, identifies and develops funding, and manages emergency projects; supervises the assigned cost center clerical staff, advises and develops recommendations to department managers and executive managers on complex programs; interacts with staff and managers in other departments as well as the public in carrying out the projects; and performs related duties as assigned.

### **CLASS CHARACTERISTICS**

This class manages, within the assigned department, the administrative, budgetary, and procurement activities for a variety of special and emergency projects. The position provides professional assistance and complex administrative support to the Department and/or Group Manager positions within the assigned department.

### **REPORTS TO:**

This Position reports to a designated Department or Group Manager.

### **EXAMPLES OF DUTIES** – *Duties may include, but are not limited to, the following:*

1. Responsible for the overall administration of the department including operating and capital budgets; ensures all requisite procurement, contract compliance, and accounting deliverables are met in accordance with the District rules and regulations.
2. Manages selected small-scale special projects to assure timely completion and adherence to specifications. Coordinates with other departments and divisions to ensure timely and effective completion of the projects assigned.
3. May be responsible for coordinating the review, development and implementation of emergency contracts including identification of funding sources, and development and presentation of documentation required for Legal and General Manager approval.
4. Coordinates with various District departments and outside vendors on legal issues as needed for agreements and special projects as needed.

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5. Represents the District in meetings with representatives from the community, outside agencies, professional organizations, and the public at large; represents the Group Manager in a variety of meetings, and assists in all areas of department administration.
6. Develops policy and procedures for handling District assets; initiate changes as needed.
7. Prepares analytical and statistical reports on assigned projects as needed.
8. Manages the activities of the District consultants including the selection, assigned activities ensuring that work is conducted and completed in accordance with contractual obligations.
9. Assists on special projects as assigned.

### **QUALIFICATIONS**

#### **Knowledge of:**

Principles, practices and methods of project control/management and administration including budgeting and scheduling.

Principles and practices of cost estimating, cost scheduling, and financial analysis.

Principles and practices of budget preparation and administration.

Methods and techniques of contract development.

Principles and techniques of public relations and inter-governmental relations.

Principles and practices of contract administration.

Related Federal, State and local codes, laws and regulations.

Funding and regulatory policies and procedures of various agencies.

Principles and practices of supervision and training

Methods and techniques of needed computer software

#### **Skill in:**

Developing proposals and budgets.

Performing financial analysis and analyzing complex financial information.

Developing project scopes and schedules.

Preparing and tracking budgets, forecasts and schedules.

Preparing clear and concise administrative and financial reports.

Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in meeting project goals.

Operating office equipment including computers and supporting word processing and spreadsheet applications.

Communicating clearly and concisely, both orally and in writing.

Establishing and maintaining effective working relationships with those contacted in the course of work.

**MINIMUM QUALIFICATIONS**

**Education:**

A Bachelor's degree in engineering, science, business administration, public administration, or a closely related field from an accredited college or university.

**Experience:**

Three (3) years of (full-time equivalent) verifiable professional experience in project management and administration.

**Other Requirements:**

May requires moving/lifting portable computers and audio/visual equipment up to 25 pounds.

Must possess a valid California driver's license and have a satisfactory driving record.

**Substitution:**

Additional professional experience as outlined above may be substituted for the education on a year for year basis. A college degree is preferred.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment; exposure to computer screens. Field and system environment as applicable to project management requirements.

**Physical Conditions:**

May require maintaining physical condition necessary for field site visits and presentations.

**EEOC Code: 02**