



MANAGER OF SPECIAL PROJECTS

FC: AC300, 000077
PB: I, 08

BU: 31(AFSCME), 95(Non-Rep)
Created: March 2001
Revised: April 2014

*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 managers, executive managers, the General Manager, and the Board 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 department, administrative, budgetary, and procurement activities for a variety of special and emergency projects. The position provides professional assistance and complex administrative support to the Group Manager and/or Department Manager positions.

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

1. Administers work of consultants and/or contractors including, but not limited to, development of Request for Proposals (RFP), Statements of Qualifications (SOQ), Annual Work Plans (AWP), Trends, Change Orders (CO), and Rate Agreements.
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.
3. Coordinates 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. Administers community outreach activities in coordination with District departments such as, Procurement and the Office of Civil Rights.

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5. Develops, prepares, and makes presentations to Executive Committee and Board of Directors for project approval or review.
6. Coordinates with staff regarding contractor/consultant and internal audit issues.
7. Coordinates with District's Insurance Manager for risk management issues including District Owner Controlled Insurance Program (OCIP).
8. Represents the District in meetings with representatives from the community, outside agencies, professional organizations, and the public at large; represents the Group Manager and/or Department Manager in a variety of meetings, and assists in all areas of department administration.
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.

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

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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:

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.

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