

## CLASS SPECIFICATION



**CLASS:** Project Manager  
**ALLOCATION:** County-wide  
**FLSA STATUS:** Exempt  
**UNION AFFILIATION:** Management - Unrepresented

**ESTABLISHED:** November 2006  
**REVISED:** November 2012

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### **JOB SUMMARY:**

Plan, direct and coordinate activities concerned with the implementation or administration of a project; participate in the conceptual development of a project and oversee its organization, scheduling, budgeting, and implementation; coordinate project activities or functions with other County staff, associated agencies, and contractors as appropriate; may direct, review and evaluate the work of assigned staff. This is a broad classification managing mid- to large-scale projects that are largely of an analytical, programmatic and/or financial nature.

This is the management level in the project management series.

### **CLASS CHARACTERISTICS:**

This position reports directly to a department head. This class is distinguished from Capital Improvements Project Manager in that the latter oversees projects and activities related to large scale capital improvements projects which require engineering and construction specific knowledge. This class is further distinguished from Public Works Project Manager in that the latter oversees projects and activities related to public works land development construction and infrastructure which require engineering and public works specific knowledge.

### **EXAMPLES OF DUTIES:**

#### **Essential:**

- Participate in and supervise the design, implementation, integration and/or installation required for the project assigned; schedule the project timeline in logical steps and budget the appropriate amount of time required to meet deadlines.
- Coordinate, conduct and review a variety of complex analytical and support activities, including policy and procedure development and implementation; assist in the development and implementation of project goals, objectives, procedures and work standards.
- Prepare and submit budget estimates, progress reports or cost tracking reports.
- Confer with other County staff, the Purchasing Agent, associated agencies and contractors to discuss and resolve matters such as work procedures, complaints, or construction problems.
- Work with the Purchasing Agent to manage the consultant and contractor selection RFQ/RFP/IFB process and participate as a member of the consultant selection committee; manage resulting contracts; monitor projects, and documents related steps and procedures to ensure compliance with contract provisions.
- Prepare contracts and negotiate revisions, changes and additions to contractual agreements with architects, consultants, clients, suppliers and subcontractors.
- Interpret and explain plans and contract terms to administrative staff, workers and clients, representing the County.
- Plan, organize or direct activities concerned with the construction or maintenance of structures, facilities or systems; plan and conduct regular meetings with pertinent individuals to ensure consistency of operations and resolution of issues and problems.
- Ensure effective coordination of project activities with other departments, divisions, units, contractors and outside agencies; represents the department head in committee meetings; respond to the more sensitive and difficult complaints and requests for information.
- Take appropriate actions to deal with the results of delays or project emergencies.
- Inspect or review projects to monitor compliance with building and safety code, or other regulations as applicable to the project and determine current and projected level of completion; interpret federal, state and County policies and procedures and ensure that project activities are in compliance with codes, regulations and procedures.
- Monitor changes in laws and regulations that may impact project activities; analyze the impact of such changes and modify operating manuals and policies and procedures as required.
- Prepare or review a variety of narrative and/or statistical reports, correspondence, agenda items, policy papers, presentations and other written materials.
- Attend regular meetings with representatives of funding and project agencies.
- May direct, supervise, and evaluate the work of project staff; establish performance standards and provide feedback to assigned staff; provide for the selection, training and professional development of staff.

- May serve on a variety of committees, task forces and teams as the departmental and/or County representative.
- Maintain or direct the maintenance of accurate records and files.

**Important:**

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Use standard office equipment, including a computer, in the course of the work; drive a motor vehicle to attend regularly scheduled meetings.

**EMPLOYMENT STANDARDS:**

**Knowledge of:**

- Basic business management principles involved in strategic planning, resource allocation, leadership techniques, production methods and coordination of people and resources.
- Principles of management and administration as applied to the analysis and evaluation of programs, policies and operational needs.
- Principles and techniques of management, including program planning, implementation of administration, budgetary practices and controls and prevailing wage/certified wage reporting.
- Project management methods and procedures, including project scheduling, development, cost estimating, project materials, and review and claims analysis.
- Principles and processes of providing customer service, including customer needs assessment, meeting quality standards for services and evaluation of customer satisfaction.
- Principles and practices of contract administration.
- Federal, state and local laws, codes and regulations related to the project.
- Methods and practices of municipal fund operations, budgeting and accounting.
- Various computer software programs including the technology of up-to-date computer systems and applications.
- Records management principles and practices.
- Principles and techniques of making effective oral presentations.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds.

**Skill in:**

- Bringing others together and trying to reconcile differences.
- Monitoring and assessing the performance of one's self, other individuals, or processes to make improvements or take corrective action.
- Performing complex project management work and keeping a project on schedule.
- Understanding, interpreting and enforcing compliance with plans, specifications, bid documents, and contract provisions.
- Developing and maintaining effective relationships with staff, consultants, contractors, residents, supplies, and representatives of other agencies or departments.
- Analyzing and using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Planning, managing, supervising, directing, coordinating and evaluating the work of staff and direct contracted personnel.
- Motivating, developing and directing people as they work, identifying the best people for the job.
- Independently conducting different and/or complex administrative and analytical studies.
- Considering the relative costs and benefits of potential actions to choose the most appropriate one.

**Ability to:**

- Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.
- Use initiative and independent judgment within general policy guidelines.
- Develop constructive and cooperative working relationships with others and maintain them over time.
- Require individual accountability and responsibility by immediately responding to behavior.
- Apply general rules to specific problems to produce answers that make sense.
- Maintain composure in difficult situations.
- Establish, balance and adjust priorities on a continuous basis.
- Observe, receive and obtain information from all relevant sources.

- Write and review technical documents or reports including board letters, Notice of Completion, Letters of Acceptance, specifications and contract documents.
- Make written and verbal presentations to large civic groups, official bodies, staff, and the general public to provide information on the status of a project.
- Read and understand information and ideas presented in writing and verbally.

**Physical Demands:** The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group IV) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.
- Drive a motor vehicle in order to attend meetings and inspection sites.

Certain projects may require additional physical demands resulting in a more stringent medical exam. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

**Work Environment:**

- Work in a typical office setting.
- Drive a motor vehicle to attend meetings and job sites.
- May require work with exposure to potential hazards at various construction sites.

**QUALIFICATIONS:**

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

**Licenses and Certification:**

- Possess and maintain a valid California Class C driver's license within ten (10) days of employment.

**Special Requirements:**

- Must successfully complete an extensive and thorough background investigation which may include Live Scan fingerprinting prior to hire.
- Must file statements of economic interest with the Yuba County Clerk/Recorder.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

**Education and Experience:**

**MINIMUM:** Bachelor's degree from an accredited institution with major coursework in accounting, business administration, economics, project management, public administration or a field closely related to the project and two years of program or project management. Qualifying experience will include performing research studies and analysis, contract development and administration, financial and budgetary analysis, capital improvement and facilities planning and/or other progressively related experience directly related to the project.

Candidates with strong experience who lack the degree are encouraged to apply.

**PREFERRED:** In addition to the minimum, a Project Management Professional Certification (PMP), experience developing and managing a project or program in a public agency setting and four years of project management. Additional certifications may be desirable based on area of assignment.

**This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.**

Human Resources Approval: Martha K. Wilson  
Date:

EEOC: A  
WC: 8810.1

Human Resources Approval: Iva Seaberg  
Date:

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_