



Project Manager (Part-Time)

Department/Division:	Assigned department or division
Reports To:	City Manager, Director, Manager, or management level position
Provides Direction To:	Not Applicable
Bargaining Unit:	Unrepresented
FLSA Exemption Status:	Non-Exempt
Employment Status:	Unclassified (At-Will)
Date Prepared:	November 13, 2017

GENERAL PURPOSE

Under general direction, manages, plans, coordinates, administers and implements activities in support of City Capital Improvement Projects (CIP), various City projects, City work plans, Council initiatives, programs, and/or services; consults with technical staff on priorities and schedules; establishes and maintains liaison between the department and various external stakeholders; performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Part-Time Project Manager is a limited term position, filled to handle specific project(s). The Part-Time Project Manager is distinguished from the Senior Management Analyst by the scope, breadth, complexity, and sensitivity of overseeing projects in support of the City's strategic goals, City Council work plans, and initiatives. The Project Manager may provide technical direction to other professional, technical, and administrative staff, project leaders, and consultants.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

1. Plans and develops projects' overall scope. Reviews, evaluates and makes recommendations for project management throughout all phases of design, feasibility evaluation and implementation/construction.
2. Confers and coordinates projects with staff from other departments, outside agencies, community groups and other organizations. Serves as technical advisor and problem solver for departmental and interdepartmental teams, in project-related matters.

ESSENTIAL FUNCTIONS (continued)

3. Prepares Requests for Proposals (RFP), Requests for Qualifications (RFQ) and bidding documents in compliance with City codes for consulting services and other bidding processes. Reviews and evaluates data and makes recommendations for award of contract.
4. Prepares, negotiates, administers and monitors consultant and project-related agreements for a wide variety of projects. Develops, negotiates and implements interagency agreements.
5. Reviews plans and specifications for compliance with project and program requirements during design, feasibility evaluation and construction stages.
6. Advises and recommends execution of actions on all aspects of assigned projects; remains current on development, planning and economic development trends.
7. Prepares cost projections and data analysis on projects.
8. Provides public education and/or outreach to the community to ensure public understanding of the Department's programs and projects.
9. Develops and leads community outreach strategies and processes including education, collaborative problem solving, conflict mediation and consensus building.
10. Prepares a variety of reports including staff reports for City Council agendas regarding the award of construction contracts and approval of consultant services.
11. Develops, leads, participates in and attends meetings. Makes presentations to City Council, various City boards and commissions, community organizations and at interdepartmental, interagency and professional meetings.
12. Leads and engages in community marketing and outreach functions; writes technical reports, articles, and correspondence, and prepares findings and supporting recommendations, including charts, graphs, maps, and technical exhibits.
13. Creates, reviews, and evaluates the effectiveness of administrative policies, contracts, and ordinances in concert with departmental representatives and legal advisors; prepares compliance reports required for departmental operations.
14. Serves as departmental or City representative in interdepartmental, community, regional, and professional meetings.

QUALIFICATIONS GUIDELINES

Knowledge of:

Strategic plans, City Council Work Plans, and initiatives; project management practices and leadership techniques; laws, regulations, ordinances, and other statutes related to departmental assignment; principles, practices, and methods of administrative and organizational analysis; public administration policies and procedures; financial and statistical methods; intergovernmental relations; budgeting practices; policy development and program evaluation methods; public project implementation practices and procedures, including permitting and environmental review processes; methods and techniques of contract negotiation; contract administration practices; grant administration practices; effective business communications and proper English usage, including spelling, grammar and punctuation; report presentation techniques.

Ability to:

Lead, organize, and coordinate projects, plans, studies, and contracts; conduct complex research and analyze laws, regulations, agreements, policies, and standards related to a variety of City programs, services, and initiatives; organize and prioritize work to meet deadlines; draft and present study findings and conclusions; establish and maintain effective working relationships with staff, management, vendors, consultants, officials, general public, and others encountered in the course of the work; communicate effectively, both orally and in writing; operate modern office equipment and computer hardware and use word processing, spreadsheet, graphics, and other applications software.

Education/Training/Experience:

Bachelor's degree from an accredited four-year college or university with a major in Public Administration, Business Administration, project management, construction management or a related field is required. A Master's degree in Public Administration or a related field is desirable. Four years of increasingly responsible professional experience in contract management or project management with significant experience in managing large and complex capital improvement projects or architectural projects in a municipal planning environment.

Licenses; Certificates; Special Requirements:

Ability to attain a valid Class C California driver's license, acceptable driving record, and proof of auto insurance in compliance with the City's Vehicle Insurance Policy standards.

Ability to work extended hours in order to complete projects, attend meetings, and accommodate City needs.

In accordance with California Government Code Section 3100, City of Manhattan Beach employees, in the event of a disaster, are considered disaster service workers and may be asked to protect the health, safety, lives, and property of the people of the State.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, the employee is constantly required to sit, and occasionally to stand and walk. Finger dexterity and light grasping is required to handle, feel, or operate computer hardware and standard office equipment; and reach with hands and arms above and below shoulder level. The employee occasionally lifts and carries records and documents typically weighing less than 25 pounds.

Sensory demands include the ability to see, talk, and hear.

Mental Demands

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret data, information, and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; work under intensive deadlines; and interact with management, staff, vendors, consultants, brokers, the public, and others encountered in the course of work.

WORK ENVIRONMENT

Depending upon assignment, the employee could work in both office and field settings, and occasional travel is required to different meetings and events. In office setting, the employee works in an office environment with controlled temperature settings. In field settings, the employee is occasionally exposed to loud noise and works under variable weather conditions at different sites and events.