

PROJECTS DIVISION MANAGER

(Proposed New Classification)

DEFINITION

Under administrative direction, leads, plans, coordinates, implements, and manages all project levels, from capital projects and tenant improvements to acquisition of information and security software systems; formulates division policies, goals, and directives; prepares budget and administers grant and contracts; and supervises, directs, coordinates, and monitors the work of assigned staff, consultants, vendors and/or contractors.

DISTINGUISHING CHARACTERISTICS

The Projects Division Manager is a single position, at-will class that serves at the pleasure of the appointing authority. Reporting to the Director of General Services, this position is responsible for the overall administration, services, and activities in the General Services Department Projects Division. The incumbent serves as the principal advisor to the Director of General Services regarding the research, planning, formulation, development, and implementation of capital improvement projects, information and security software systems, policies and procedures, and business process improvement initiatives. The incumbent has management authority to develop and make independent decisions within broad strategic goals and is expected to maintain close contact with vendors, County information technology, and construction staff to ensure activities and projects are in alignment with applicable requirements, goals, and standards.

ESSENTIAL FUNCTIONS

Duties may include, but are not limited to, the following:

- Manages, coordinates, and participates in the operations, activities, and services of the Projects Division, including establishing, monitoring, recommending, determining, and implementing goals, objectives, policies, procedures, work standards, development standards, project priorities and controls, and resource allocations; coordinates regulatory and policy efforts, construction work and project plan reviews; and communicates, evaluates, and implements best practices.
- Develops project specifications and requests for proposals; solicits services; receives and evaluates qualifications/proposals; prepares and negotiates project budget estimates and cost proposal for services; and manages services/contracts with consultants, contractor, and vendors.
- Directs, monitors, coordinates, and evaluates the work of consultants and contractors to ensure compliance with contract terms including reviewing and approving invoices and payments.
- Prepares and writes grant applications/proposals to procure project funding; maintains project records for grant reporting and other purposes; and ensures projects and records management systems comply with both state and federal legislation.

- Serves as the departmental liaison, facilitates communication, and participates as an active and contributing member with various stakeholders including County leadership, elected officials, customer departments, contractors and technical consultants, local community groups, and the public to develop, implement, and/or promote development programs, projects, activities, and services that are consistent with the Department's goals and objectives.
- Prepares and participates in the development and administration of the division's budget; solicits input from staff regarding project and operational needs; recommends funding priorities; provides project funding estimates for staffing, equipment, materials, supplies, and other resources to effectively run operations and implement projects; and monitors and approves expenditures.
- Oversees and/or performs business and technical needs analyses, including researching new trends, innovation, and developments and evaluating service delivery, to determine potential hardware and software products and recommend modifications to functional areas, policies, and procedures.
- Manages, coordinates, and consults with the Innovation and Technology Services Department and vendors to ensure proposed software systems, training and customer support, and implementation strategies for the Department are compatible and in alignment with County and regulatory needs, requirements, and standards.
- Participates in and oversees the interview, selection, supervision, training, and evaluation of division staff to ensure adherence of established standards for acceptable work performance and quality; facilitate staff career development mentoring, training, and opportunities; and ensure staff understanding and usage of new, emerging, and advanced project management techniques, technology, and best practices.
- Plans, prioritizes, assigns, supervises, trains, and evaluates the work of assigned staff to ensure work is performed accurately and consistently within agreed timelines; meets and works with staff to identify, correct and resolve deficiencies/problems; reviews, recommends, and/or implements personnel actions; and advises staff in the interpretation and application of local, federal, and state codes to ensure established standards, policies, and procedures are relevant.
- Responds to and resolves difficult, in-depth, and sensitive inquiries and complaints from the public, other agencies, and/or departments concerning program procedures or regulatory requirements by explaining applicable codes, ordinances, policies, and procedures.
- Performs related duties as assigned.

EMPLOYMENT STANDARDS

Education: Bachelor's degree from an accredited college or university in Architecture, Engineering, Environmental, Construction/Project Management, Public/Business Administration, or related field; AND

Experience: Five (5) years of supervisory, administrative, or managerial experience including at least two (2) years managing medium to large construction projects with responsibility for information technology systems acquisition and implementation, budgeting, contract administration, and/or quality control; AND

Certificate: Possession of the Project Management Professional (PMP) Certification from the Project Management Institute (PMI).

License: This classification requires incumbents to possess and maintain a valid California driver's license, Class C or higher, to carry out job related duties. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

KNOWLEDGE & ABILITY

Knowledge of:

- Principles and practices of management and organizational theory, including planning, organizational design, business finance, business development, project management, and organizational effectiveness
- Principles of project and contract development, management, and administration; and basic legal principles of public contracts and public sector construction
- Principles and practices relating to project cost estimating and scheduling
- Local, state, and federal laws, ordinances, regulations, and codes of assigned projects and programs
- Principles and practices of supervision, discipline, leadership, mentoring, and training
- Correct English usage, grammar, punctuation, and spelling
- Office procedures, methods, and information systems technologies or equipment including personal computers and applicable software for creating and maintaining documents, reports, databases and spreadsheets, and project management and scheduling

Ability to:

- Plan, organize, direct, evaluate, and participate in the management of comprehensive projects
- Interpret and apply applicable federal, state, and local laws, codes, and regulations
- Plan, coordinate, assign, supervise, and review the work of subordinate staff
- Foresee and analyze problems, identify solutions, project consequences of proposed actions, and implement recommendations in support of goals
- Research, analyze, and evaluate new technology, software and systems performance, and service delivery methods and techniques; prepare recommendations relating to improvements, modifications, functional requirements and specifications, and equipment procurement

- Communicate and present ideas effectively and tactfully, verbally and in writing, with/to diverse groups, including those contacted/engaged in the programming, planning, and creation of assigned projects
- Coordinate and advance multiple projects and tasks to meet deadlines and shifting priorities
- Understand and manage competing interests, perspectives, concerns, needs, and requests of customers while ensuring public health and safety
- Formulate, develop, justify, and administer budgets and estimates materials and labor for capital projects
- Identify program funding sources and prepare grant application proposals, contracts, and construction specifications
- Keep records and prepare reports
- Provide technical guidance and computer systems training relating to systems software and hardware installation, implementation, and maintenance

ENVIRONMENTAL & FUNCTIONAL FACTORS

The incumbent in this class is expected to work both outside and inside buildings either alone or closely with others; communicate verbally with co-workers and clients, may be required to work and travel across multiple site locations; be willing to work odd, irregular, and/or rotating shifts, holidays, and weekends. The incumbent should be able to address a variety of stressful situations in a calm, professional manner.

MEDICAL CLASS:

This class requires light physical effort, which may include frequent movements, lifting of objects up to ten (10) pounds, and occasional lifting of objects up to twenty-five (25) pounds. This class requires the incumbent to stand or walk most of the time while bending, stooping, squatting, twisting, reaching, and working on irregular and uneven surfaces. Additionally, the position requires manual dexterity, visual acuity, color and depth perception, good hearing, and eye-hand coordination to use a variety of office equipment, transcribe observations, prepare construction reports, read blueprints and other documents, decipher color coded files, and operate a motor vehicle.