CITY OF ST. HELENA

FLOOD PROJECT MANAGER

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION:

Under minimal supervision, would take lead, and track management of the flood project development through to its successful completion. Define project scope, schedules, and budgets. Facilitate upon necessity staff meetings, brainstorming sessions, and assessment of risk management. Including, but not limited to support and promotion of quality assurance goals pertaining to the flood Project. Communicate project status in a timely manner serving as an effective information manager between City Manager, City Council, staff, contractors, vendors, and other regulation agencies.

DISTINGUISHING CHARACTERISTICS:

The Flood Project Manager is the full working level classification in which incumbents are expected to independently perform the full scope of assigned duties. Incumbents perform a range of field, office and staff support. Duties include effective writing skills, presentation, organization and coordination of reports, permit and license issuance and requirements from local, county, and state levels. Ability to produce high quality, clear and logical work to appropriate personnel. Administration and management of consultant contracts, interface with regulatory agencies, supervision of all staff involved with the project. Liaison for public contact and reports to Council and regulatory agencies.

ESSENTIAL FUNCTIONS: (include but are not limited to the following)

- Performs a wide variety of routine and complex tasks and duties, including organizing and coordinating work; sets priorities and meets deadlines; performs a variety of administrative tasks.

- Demonstrates an understand of applicable policies, procedures and work methods associated with assigned duties; provides information to the public, staff and outside agencies as appropriate.

- Manages professional services agreements with a full variety of consultants; works with the City Attorney to prepare draft and final agreements including scope of work, schedule and compensation; assures that all agreements are fully executed and distributes to all parties; reviews, approves and monitors all payments to consultants; completes status reports for review of City Manager and distribution to City staff and Council; processes amendments to all agreements.

- Manages all outside revenue sources for departmental studies and projects; anticipates funding requirements and submits revenue requests; provides necessary coordination and documentation to funding agencies and City departments; monitors all fund balances; provides periodic reports to the
City Manager and other oversight bodies; possess a full understanding of policies and procedures of funding sources.

- Coordinate all project schedules utilizing Microsoft Project software; provide weekly progress reports to the City Manager; coordinate schedule revisions.

- Uses computers to enter, prepare and proofread drafts, labels, forms, envelopes and a variety of documents, including general correspondence, reports, memos, fliers and statistical charts from rough drafts, recordings or verbal instructions; operates other automated office equipment; types drafts and a wide variety of finished documents from recording devices, notes, brief written or oral instruction; draft reports, project management documents, resolutions and ordinances; inputs, retrieves and references various computer data management systems such as permit tracking systems and map inventories; attends meetings and records and transcribes minutes.

- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

- Oversight of all elements of the project, management of construction contract, administration and management of consultant contracts, interface with regulatory agencies, supervision of all staff involved in the project, administer change orders, provide point of public contact and provide reports to the Council and regulatory agencies.

WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, kneeling, squatting and stooping in the performance of daily activities. The position also requires repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires both near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. Additionally, the incumbent in this position works outdoors in all weather conditions, including wet, hot and cold. The nature of the work also requires the incumbent to drive motorized vehicles. The need to lift, drag and push files, paper and documents weighing up to 25 pounds is also required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS:  
(The following are minimal qualifications necessary for entry into the classification.)

Education and/or Experience:

Any combination of education and experience that includes: a bachelor's degree from an accredited college or five years of progressive experience that has provided the knowledge, skills and abilities necessary for a Project Manager. A typical way of obtaining the required qualifications is to possess a bachelor in science or arts degree and the equivalent of three years of significant, directly related and progressive clerical, administrative and management
experience related to engineering, contract or project management, construction, science, architecture or a related field.

License/Certificate:
Possession of or ability to obtain a valid Class C California driver’s license.

KNOWLEDGE/ABILITIES/SKILLS: (The following are a representative sample of the Knowledge, Abilities and Skills necessary to perform essential duties of the position. The level and scope of the knowledge and abilities listed below vary between the Assistant, Associate, and Senior levels.)

Knowledge of:
Standard office and managerial policies and procedures; City codes and ordinances, including zoning, alcohol and building permit requirements; knowledge of accounting, clerical, construction, legal and computer terminology; basic principles of mathematics; applicable federal, state, and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:
Ability to maintain accurate office files; read, understand, review, explain, documents for accuracy and relevant information; Assist with contract negotiations, meet critical deadlines; analyze a complex issue(s), and develop and implement an appropriate response to report to City Manager and/or staff, citizens, Boards and Council; follow written and oral directions; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships; courteously respond to community issues, concerns and needs related to the flood project; deal successfully with the public in person and over the phone.

Skill to:
Operate an office computer and a variety of word processing and software applications including, graphic and presentation programs. Demonstrate writing, public speaking and problem solving skills.