

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: SPECIAL PROJECTS MANAGER

DEPARTMENT: AS ASSIGNED

BASIC FUNCTION:

Under administrative direction, to manage strategic municipal and/or departmental projects and activities; to perform highly responsible and complex professional administrative work; and to perform related responsibilities as required.

DISTINGUISHING CHARACTERISTICS:

Under purview of the assigned director, this position has the oversight to manage assigned staff for designated projects. Typical assigned projects deal with highly sensitive, complex and/or significant capital projects requiring a high level of decision-making authority to resolve issues within the department to achieve results. This position will have the responsibility to coordinate and resolve all issues between participating staff members and outside contractors in completing each project or initiative.

KEY RESPONSIBILITIES:

Manages, directs and facilitates all aspects of various departmental initiatives and projects for the department and/or the city which may include any of the following responsibilities depending on the assignment: administration, research and analysis, construction, engineering, finance, operations and technology aspects.

Develops and coordinates overall goals, objectives, policies, and priorities related to municipal or departmental projects, initiatives and activities.

Directs city staff in the preparation, coordination, and analysis of municipal projects, including research and analysis, cost estimating, budget preparation, recommendations, preparations of reports and presentations to the City Manager and City Council and Leadership Team.

Makes complex policy, organizational, and fiscal-related decisions and reports including the evaluation of departmental operations and service programs.

Manages the selection, coordination, and administration of contracted consultants and other designated personnel related to assigned projects.

Represents the city in the community and at professional meetings as required.

Coordinates activities with other city departments and other public and private agencies.

Performs other related duties as assigned.

QUALIFICATIONS:

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in the specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in a specific job. The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge of:

- Principles of organization, administration, budget, personnel, and project management.
- Methods and techniques of research, statistical analysis and report presentation.
- General management principles and practices as applied to municipal projects, including planning and development, cost estimating, design and construction, operation and maintenance.
- Techniques for preparing research, analysis, cost/benefit analysis, designs, plans, specifications, estimates, reports, and recommendations related to public works.
- State and federal laws and statutes relating to municipal administration.
- Management of staff, resources and materials in cost effective manner.

Ability to:

- Provide administrative and professional leadership in municipal projects and activities.
- Develop and implement goals, objectives, policies, procedures that are consistent with the city's goals and objectives.
- Initiate, plan and complete work with a minimum of direction and control.
- Research, assimilate and analyze large quantities of information, recognize substantive issues, identify options, project consequences, and develop sound conclusions and recommendations.
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Communicate clearly and concisely, orally and in writing.
- Properly interpret and make decisions in accordance with laws, regulations, and policies.
- Establish and maintain effective relationships with public groups, organizations, and other governmental agencies.
- Work well under pressure to meet deadlines.

EDUCATION AND EXPERIENCE:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Equivalent to a bachelor's degree from an accredited college or university with major work in area of assignment including but not limited to civil engineering, public administration, business administration, city or park planning, technology, finance, human resources, parks & recreation or a closely related field, and five years of increasingly responsible project management, construction, civil engineering, or other public sector management experience.

A general contractor's license is highly desirable and may be substituted for education requirement when assignments include major capital projects or the review of engineering or construction aspects of the project.

PHYSICAL/MENTAL DEMANDS AND ENVIRONMENTAL SETTING:

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. An employee is frequently required to walk and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus to read and operate office equipment as necessary during the course of the work assignments.

While performing the duties, employees of this class are regularly required to use written and oral communication skills; read and interpret financial and statistical data, information and documents; analyze and solve problems; use math and apply mathematical reasoning and abstract statistical concepts; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines; and interact with staff, Council members and others encountered in the course of work.

Work may be performed in both office settings and on construction sites. Must be able to visit and inspect construction job sites to address areas of concerns. Occasionally be exposed to uneven surfaces, hazards in areas under construction and outdoor elements. The incumbent is required to meet with other staff, the public and officials at various city and off-site locations as necessary.

This is an at-will management classification.

DATE APPROVED: Jan. 8, 2013