

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Project Manager	Job Family: 2
General Classification: Management	Job Grade: 34

Definition: To manage, through coordination and provision of direction, the formulation and implementation of all activities within assigned project(s). This includes, in consultation with assigned technical support staff, the creation of objectives, priorities, budgets, and schedules required to achieve maximum production, efficacy, and efficiency in the assigned project(s) or program.

Distinguishing Characteristics: This is a journey-level job class which performs a full range of management functions within the project management series. This job class may be responsible for one or more projects or assigned aspect(s) of a larger project. The scope and/or diversity of project objectives and the project budget is less than that assigned to the Senior Project Manager level. Receives general direction from the applicable division or section manager. Provides project-related direction through consensus-building and team leadership to a variety of technical/professional staff as a function of project management. Depending on assignment, may exercise supervision over professional, technical, and clerical staff.

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

1. Identify City goals, objectives, priorities, and actions to be accomplished within assigned projects in consultation with other department managers and technical activities.
2. Manage the implementation and achievement of assigned project objectives in assigned projects; is responsible for assuring that decisions are made, and, when appropriate, is responsible for referring matters to the applicable division or section manager for resolution.
3. Secures from each department the assignment of all professional and technical services required to achieve City objectives in accordance with mutually agreed-upon time frames in the Project Manager's assigned projects.
4. Assure delineation of tasks, schedule timelines, and coordinate technical/professional staff on a project basis to ensure maximum/timely production and achievement.

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5. Develop, prepare, and administer project budget(s) and staff requirements for all activities within the Project Manager's assigned projects(s) in collaboration with department directors.
6. Represent the City and make presentations in community and professional meetings.
7. Monitor proposed legislation and regulations applicable to projects and program areas and coordinate compliance.
8. Make presentations on assigned projects and programs to the City Council, Council committees, and/or Council advisory boards.
9. Perform related duties as assigned.

Minimum Qualifications:

Public Works

Knowledge of: Basic design and construction principles, methods, materials, and equipment used in Public Works construction projects; basic technical disciplines and processes utilized in the delivery of various types of capital improvement projects; methods and techniques of project management; and capital financing methods and procedures.

Ability to: Successfully apply project management techniques to practical situations; communicate tactfully and effectively in both oral and written form, including the preparation and presentation of position papers and policy reports, synthesizing and summarizing of special technical information, discussions of an advisory/consultative nature, etc.; organize and coordinate a wide variety of divergent activities toward a common objective; identify existing or potential problems, secure relevant information and data from different sources, determine probable causes and effect solution(s); negotiate and use appropriate style and methods of communication to gain acceptance of or agreement on an idea, plan, activity, and/or product; prepare and administer assigned budget; secure information so as to successfully estimate cost, time frame, and proper resource allocations; establish and maintain effective work relationships with those involved in the performance of required duties; prepare and manage the execution of consultant, construction, and other service contracts; manage the preparation of project plans, specifications, and cost estimates; interpret and apply applicable local, State, and Federal codes, ordinances, rules, and regulations related to projects.

Community Development

Knowledge of: Affordable housing financing and project budgets; real estate practices; public review and entitlement process for affordable projects and the roles of City departments and outside agencies; effective public participation strategies; loan documents and the legal implications related to affordable housing and funding sources; presentation methods and tools such as PowerPoint; contract administration; Federal, State, and local regulations affecting affordable housing projects; methods and techniques of project management; and rent stabilization and/or tenant-landlord programs, including policies related to administration/implementation of such programs.

Ability to: Successfully apply project management skills and techniques to practical situations; communicate effectively, both orally and in writing; make concise and informative presentations; organize and run meetings that result in useful public participation; coordinate and supervise consultants; coordinate staff efforts and continued project progress; identify existing or potential problems and apply effective solutions; multi-task; organize, track, and implement the project entitlement process with attention to detail; prepare, review, and analyze loan documents and other legal contracts; apply techniques and skills, including interpersonal team building and negotiation; establish and maintain effective work relationships with those involved in the performance of required duties.

Experience and Training Guidelines: A combination of relevant experience, education, and training that will satisfy the required minimum qualifications, knowledge, and abilities.

Public Works

Two years of increasingly responsible technical and professional work experience with complex municipal planning, design, and construction projects, including one year of performing increasingly responsible project management functions; equivalent to a bachelor's degree from an accredited college or university with a degree in planning, public or business administration, real estate development, engineering, or a closely related field.

Community Development

Two years of increasingly responsible experience in a Community Development Block Grant (CDBG) Program or HOME Investment Partnerships Program,

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affordable housing project management, policy, urban planning, or rent stabilization or tenant-landlord programs, including one year of performing increasingly responsible project management functions; equivalent to a bachelor's degree from an accredited college or university with a degree in planning, public, or business administration, or a closely related field. Master's degree is highly desirable.

Required Licenses or Certificates: Possession of a valid Class C California Driver License.

Working Conditions: In addition to the regular work schedule, this position may require availability to work evenings and/or weekends to attend meetings and trainings as needed.

Established: July 1989

Revised: February 2022

HRD/CLASS SPECS

Project Manager