

City of Bellingham
Classification Specification

CLASS TITLE	Project Manager
DEPARTMENT	Interdepartmental
UNION:	231
SG:	9
CS:	N
FLSA:	N
EE04CODE:	

NATURE OF WORK:

Oversees the development, planning and coordination of city capital projects of considerable scope and complexity from inception through implementation and completion. Responsible for technical research/analysis, development of work plans, preparation of budget and coordination of resources to achieve project goals and objectives.

DISTINGUISHING CHARACTERISTICS:

The Project Manager is distinguished from the Program Manager classification in that the Program Manager's focus and responsibility is on the full range of management of an ongoing operation or program area. The Project Manager's primary focus and responsibility is on planning, organizing and managing resources, including coordination with external consultants and or contractors and interdepartmental work groups, and possibly the public to bring about the successful completion of specific project goals and objectives for multiple, complex projects. Supervision of staff may be assigned, but is not the primary focus of the work.

SUPERVISORY RELATIONSHIPS:

Reports to a senior manager or department director. Works independently under general supervision. Managerial responsibility is exercised under the framework of city and departmental policies, various governmental regulations and project goals and objectives. May act as a working supervisor of ad hoc interdisciplinary teams in the oversight and management of projects. May coordinate deadlines and evaluate work of team members that are not under direct supervision.

ESSENTIAL FUNCTIONS:

1. Develops, recommends, implements, monitors and oversees all aspects of project design and development including technical research/analysis, funding and cost analysis, budgeting, work plans, scheduling and coordination of resources to achieve goals and deliverables for multiple complex projects. Coordinates the phasing and connectivity to business processes, existing infrastructure business workflow or public processes. Determines and documents operational impacts and resource requirements that will be a result of the project(s).
2. Prepares requests for proposals (RFP) for outside services, manages the consultant or contractor selection process; negotiates contracts; plans, schedules and directs the work of

consultant or contractor teams; monitors work and approves payments to contractors. Coordinates work with various city departments as needed.

3. Monitors project budget, assuring expenditures are within approved budget. May monitor and ensure compliance with grant requirements.
4. Evaluates the effectiveness of the project and makes or recommends modifications as needed, including analysis of financial impact and other matters having potentially significant impact on projects. Formulates and recommends courses of action needed to manage modifications.
5. Ensures the maintenance of detailed records of project activities, findings, progress and results; develops reports, letters and other documents and materials for both internal and external stakeholders.
6. Plans and conducts project meetings; prepares and makes presentations before citizen groups, various commissions and other stakeholders.
7. Ensures project compliance with federal, state and local laws, regulations and policies.
8. Conducts post-project analyses to determine if goals were met and objectives achieved.

ADDITIONAL WORK PERFORMED:

1. Performs other related duties of a similar nature within the scope of the classification.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:

- Working knowledge of effective project management techniques.
- Local, state and federal laws relating to assigned projects.
- Best business practices relating to assigned projects.
- Proper design and implementation techniques relating to assigned projects.
- Contract administration principles and practices.
- Presentation formats and procedures.

Skill in:

- Excellent oral and written communications and interpersonal skills, for working with diverse public officials, business and community groups and citizens.
- Strong skills in planning and organizing, problem solving and decision making.
- Interpersonal sensitivity
- Management skills including leadership, problem analysis, and decision making, adaptability/flexibility and stress tolerance.
- Strong time management skills to effectively organize multiple assignments with competing priorities.
- Public presentation skills including the ability to present technical information in an understandable manner to citizens, non-technical professionals, officials and deliberative boards, commissions and legislative bodies.

Ability to:

- Ability to conduct self at all times in an ethical, professional and respectful manner.
- Ability to read, interpret and prepare documents to a high standard of accuracy and completeness.
- Ability to understand and analyze business financial data and the ability to apply these analytical skills, including financial analysis, to assigned projects.
- Ability to develop and maintain a working knowledge of department operations and procedures as well as pertinent federal, state, and local regulations and an awareness of the work of the department and City.
- Ability to handle several tasks simultaneously, work independently and to meet deadlines in an environment of frequent interruptions.
- Demonstrated ability to utilize standard computer programs for word processing, spreadsheets, financial analyses, project scheduling and to learn new applications.
- Ability to maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physically perform the essential functions of the job, including:
 - Frequently operate a computer and read a computer screen or typewritten page;
 - Frequently communicate verbally;
 - Stand or sit for long periods of time;
 - Move between work sites;
 - Occasionally transport objects up to twenty-five (25) pounds
 - Individual positions may have additional physical requirements.

WORKING ENVIRONMENT:

All positions operate in an office environment. Some positions require substantial time in the field to oversee assigned projects. Overnight travel may be required.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Bachelor's degree in field of work.
and
 - Four (4) years of progressively responsible experience managing multiple complex projects or management level experience in field of work.
- OR
- Post-secondary vocational or occupational training plus six years of experience in project management or management level experience in field of work .
- OR
- A combination of experience and training that provides the applicant with the knowledge and skills to perform the job will be considered.
 - Specific education and training requirements may vary, depending on position.

NECESSARY SPECIAL REQUIREMENT:

- Employment contingent upon passing a criminal convictions and local background check.
- Some positions require special licensures or certificates.
- May require valid Washington driver's license and good driving record. Candidates must submit a three-year driving record abstract prior to hire.

PREPARED BY: A. Sullivan
6/13

REVIEWED BY: _____
Lorna Klemanski, Director
Human Resources

JOINT CLASSIFICATION COMMITTEE ALLOCATION: September 9, 2013