

## **PROJECT MANAGER**

### **DEFINITION**

Under direction, performs a variety of duties related to housing services, economic development, community development, redevelopment, historic preservation and/or development, public utilities projects and processes.

### **SUPERVISION RECEIVED/EXERCISED**

Receives general administrative direction from the second tier management staff.

Exercises supervision over professional, paraprofessional, technical, and administrative support staff as assigned.

### **DISTINGUISHING CHARACTERISTIC**

Project Manager is a specialized class in which incumbents perform assignments under general direction and are responsible to plan, organize, administer, develop and implement strategies and policies related to the specific program assignment. Incumbents in this classification independently plan and carry out activities with minimal direction and exercise managerial responsibility and accountability for the City's improvement projects; including independently setting project schedules, implementing compliance programs and troubleshooting project issues or negotiating development transactions. The Project Manager is responsible for establishing goals, analyzing situations accurately and adopting effective course of action.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

(This classification exists in multiple City Departments therefore the below list is neither inclusive nor exclusive. Consequently, typical duties may include, but are not limited to the following:)

Supervises and participates in the work involved in developing housing projects including, but not limited to, affordable housing subdivisions, planned unit developments, in-fill housing, and single-room occupancies as well as the rehabilitation of existing housing.

Coordinates the implementation of public-sector projects with private-sector institutions, City departments, and other governmental agencies.

Develops programs and assures operational compliance with all local, state and federal community development, environmental, historic preservation, air emission and other applicable regulations.

Develops and implements new and innovative financing programs to enhance the effectiveness of City participation in efforts to revitalize targeted areas of the community.

Coordinates private and public involvement in housing finance programs, such as low income tax

credit, tax-exempt applications and mortgage revenue bonds.

Develops and implements new processes to streamline the permit process and monitor the flow of permits and entitlements to make certain that processing time-lines are within acceptable limits.

Coordinates and provides advice on matters involving planning, community redevelopment, economic development, public infrastructure improvements, inspection, engineering, industrial, commercial, residential development, and air emission compliance.

Attends meetings of industry related professional associations, various boards and commissions; makes presentations and provides advice regarding their respective programs.

Administers, develops, and implements emission inventory, permitting, modeling and long range planning.

Researches and interprets new or pending program regulations, policies, practices and applicability to operations, and assesses new developments in technologies, industrial processes and equipment.

Develops and implements systems for monitoring and evaluating air emissions and legislation and other governmental actions related to air quality management planning.

Analyzes technical and policy issues, responds to inquiries, prepares and presents reports and recommendations before Council, governmental officials, public and private agencies, the public and other stakeholders.

Provides lead direction and advice to lower level staff.

Performs related duties as required.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

Principles and practices of industrial, commercial, and residential development, capital asset financing, contract negotiations, commercial mortgage banking, and community redevelopment.

Procedures used by municipal government in effective residential, and commercial development, economic, and community development, redevelopment, and air emission compliance projects.

Industrial, commercial, residential and public development financing requirements and programs.

Local, state and federal laws, rules and regulations related to community development, environmental, residential and commercial development, historic preservation, and air emission requirements.

Principles and methods used to develop and enhance business system operations such as HTE and develop reporting mechanisms to track permits and financial operations.

Theories, principles, and practices of air quality monitoring, inspection, compliance, environmental impact assessment, land use, urban and regional planning, and emission reduction grant programs.

Industrial processes and equipment, pollution control equipment, and analysis techniques.

**Ability to:**

Analyze and successfully negotiate complex transactions involving significant amounts of capital and highly valuable property, property owner rights and public responsibilities.

Prepare effective written reports and make public presentations to legislative bodies, business organizations, community groups and other stakeholders.

Interpret, apply and explain laws, codes, policies, procedures, specifications and statistical data.

Establish and maintain effective working relationships with those contacted in the performance of assigned duties.

Administer and develop a complex program, relevant compliance studies, and policies.

Perform detailed research and analysis of pertinent regulations and assess potential impacts to assigned program.

**MINIMUM QUALIFICATIONS**

**Education:**

Graduation from an accredited college or university with a Bachelor's Degree with specialization in finance, real estate, business administration, public administration, engineering, planning, environmental science, geography, historic preservation, architecture, architectural history or a related field.

**Experience:**

Two years of experience in one or more of the following areas: real estate development, fixed asset capital financing, governmental planning, redevelopment, economic development, air emission, air regulation, historic preservation, construction management, inspection, permits/plan check, engineering, or a related field. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

**Special Requirement(s):** Possession of a valid California Driver's License may be required at time of appointment.

The Housing Services assignment may require meeting the minimum professional qualifications pursuant to 36 California Federal Regulations 61.

Project Manager  
Page 4

Recruitment may be limited to a specific area of expertise as required by the hiring Department.

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_  
Director

JC:CW:NT:06/14/01  
JC:AR: 9/9/09