

## **PROJECTS ADMINISTRATOR**

### **DEFINITION**

Under general direction, performs project management functions for high profile projects and provides highly responsible and complex administrative support to the Director and/or Assistant Director.

### **SUPERVISION RECEIVED/EXERCISED**

Receives supervision from the Director or Assistant Director.

### **DISTINGUISHING CHARACTERISTICS**

The Projects Administrator is responsible for managing high profile engineering projects. This classification differs from the classification of Deputy City Engineer in that the latter requires registration as a Professional Engineer and is responsible for managing the engineering functions related to high profile projects. This is an unclassified position in which the incumbent serves at the will of the Department Director.

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

*may include, but are not limited to, the following:*

Manages the selection of outside consultants; oversees the bid, proposal, and purchase recommendation process for projects; solicits proposals; reviews proposals; selects consultants; establishes schedule and performance criteria.

Negotiates and completes various contracts developed for consultants and other outside service providers.

Works with consultants on project planning, preparation, scheduling, and execution of contracts; ensures work is completed on time and in conformance with plans and specifications.

Monitors and reviews consultants working on assigned construction projects; reviews status reports from consultants.

Reviews project documents such as plans, specifications, studies, and estimates.

Responds to questions and inquiries from the general public, developers, contractors, engineering professionals, and City staff regarding projects.

Interfaces with stakeholders such as management, City Council, peers, project staff, and consultants as necessary to coordinate project execution; informs stakeholders of project status and possible outcomes.

Prepares project reports for the City Council, management, outside agencies, and others; makes presentations as necessary.

Performs periodic review of work to ensure that the work is satisfactory and is completed according to plan.

Performs related duties as required.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

Principles and practices of project management and administration.

Advanced methods, materials, and techniques used in the design and construction of projects.

Methods and techniques of contract negotiations and administration.

Principles and practices of project budget preparation and control.

Methods and techniques of plan review and analysis.

Methods and techniques of conducting site and field investigation.

Maps and records.

Principles and procedures of record keeping.

Principles of business letter writing and basic report preparation.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Pertinent federal, state and local laws, rules and regulations.

**Skills to:**

Operate modern office equipment including computer equipment.

**Ability to:**

Plan, organize, direct, coordinate, and evaluate assigned high profile projects.

Work collaboratively with community groups, boards, commissions and City Council to achieve desired goals.

Prepare, review, interpret, and analyze plans, drawings, specifications, contract documents, bid documents, and reports for conformance to professional standards, contract obligations and approved budgets.

Respond to questions and inquiries from a variety of sources regarding projects.

Interpret and explain projects to the business community and the general public.

Ensure compliance with applicable rules, regulations, and codes.

Inspect projects for conformance with plans and specifications.

Interpret and apply pertinent federal, state, and local laws, codes, and regulations.

Prepare clear and concise reports.

Work cooperatively with other departments, City officials, and outside agencies.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

**MINIMUM QUALIFICATIONS**

**Education:**

Graduation from an accredited college or university with a Bachelor's Degree in construction management, engineering, industrial technology, public administration or a closely related field; and

**Experience:**

Four years of increasingly responsible experience managing capital projects. Additional qualifying experience may be substituted for the required education on a year-for-year basis, up to a maximum of two years.

**Special Requirements:**

Possession of a valid California Driver's License at time of appointment.

APPROVED: \_\_\_\_\_  
Director of Personnel Services

DATE: \_\_\_\_\_