

PROJECT MANAGER

DEFINITION

Under direction, performs professional project management duties including establishing project objectives and schedules; managing the scope of work, reviewing project budgets, and participating in services procurement process; interdepartmental and interagency coordination; and performing related project management work as required.

SUPERVISION RECEIVED/EXERCISED

Receives direction from management or designee. Exercises no supervision, may provide lead direction to staff on project teams.

DISTINGUISHING CHARACTERISTICS

Project Manager incumbents perform assignments under direction and are responsible to plan, organize, administer, develop and implement strategies related to the specific project assignment. Incumbents in this classification plan and carry out activities with minimal direction and exercise managerial responsibility and accountability for the City's capital, improvement, and housing projects including establishing goals and setting project schedules; troubleshooting project issues; negotiating development transactions; developing project budgets, monitoring revenues and expenditures; managing consultants; providing projects updates to staff; preparing reports for Council, and performing related project management duties as required.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

May include, but are not limited to, the following:

Manages any and all steps involved in City capital, improvement, and housing projects including, but not limited to, project initiation, scoping, budgeting, consultant and general contractor selection, design, plan review, interdepartmental and interagency coordination, permitting, constructability reviews, development of bid specifications, estimating costs, advertising, preparation of RFPs, RFQs and reports to Council, awarding and coordination with construction management staff.

Manages any and all steps in non-capital improvement projects such as cannabis, animal center, tenant improvement, and facilities projects. Responsibilities include, but are not limited to, project initiation, scoping, budgeting, consultant selection, design, plan review, interdepartmental, interagency, and consultant coordination, development of bid specifications, estimating costs, advertising, preparation of RFPs, RFQs, and Notices of Funding Availability, awarding, preparation of reports to Council.

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

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Coordinates private and public involvement in housing program applications, such as Low-Income Housing Tax Credits, Tax-Exempt Bond, CalHFA, and other federal and state program applications for funding.

Responsible for the review process for construction drawings and consultation with architects, engineers, building designers, general contractors, code compliance issues, and on-site monitoring of ongoing projects.

Gathers and analyzes a variety of data concerning planning, engineering, architectural, or mechanical projects and issues; prepares recommendations and comprehensive reports, including preparation of City Agreements for funding.

Identifies, communicates and collaborates with City department staff, external agencies and stakeholders related to improved operational efficiencies and processes.

Coordinates and provides advice on matters involving housing development, planning, community development, economic development, public infrastructure improvements, transportation/transit improvements, inspection, engineering, industrial, and commercial development.

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

Researches and interprets new or pending funding program regulations, policies, practices and applicability to City projects, and assesses new developments in technologies, industrial processes and equipment related to area of assignment.

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.

Prepares and develops budgets for project assignments including identifying costs, monitoring expenditures for cost control and payments, managing consultants/contractors and providing status updates.

Prepares, reviews, interprets, maintains and analyzes a variety of information, agenda items, data, and reports and makes recommendations as necessary.

Attends meetings with community groups to discuss and plan projects and community events related to program/project activities.

May provide lead direction to staff on project teams.

Performs related project management duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

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

Procedures used by municipal government in effective residential, and commercial development, economic, and community development, transportation and utilities planning, redevelopment, and compliance projects.

Local, state and federal laws, rules and regulations related to community development, environmental compliance, residential and commercial development, and capital improvement projects.

Principles and methods used to develop, enhance and monitor project operations and timelines.

Theories, principles, and practices of inspection, compliance, environmental impact assessment, land use, urban and regional planning, and grant programs.

Skill/Ability to:

Initiate, develop, plan, and manage project goals and timelines.

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, procedures, specifications and statistical data.

Research, compile and analyze data including financials related to the project or assignment.

Establish and maintain effective working relationships with internal staff, external organizations and agencies including strengthening partnerships between the community and City of Fresno.

Perform detailed research and analysis of pertinent regulations and assess potential impacts to the project or assignment.

Effectively manage multiple work assignments, be adaptable and flexible in setting priorities and meet established deadlines.

Operate modern office equipment including computer software and hardware applications.

Operate a motor vehicle safely.

MINIMUM QUALIFICATIONS

Education:

Possession of a bachelor's degree from an accredited college or university in finance, real estate, business administration, public administration, engineering, urban planning, transportation planning, construction management, economics, architecture, or a related field.

Experience:

Two (2) years of project management experience in one or more of the following areas: real estate development, fixed asset capital financing, governmental planning, transportation planning, accessibility planning, redevelopment, economic development, construction management, inspection, permits/plan check, engineering, public utilities projects administration 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.

Within five (5) years of appointment, incumbents must obtain a Project Management Professional (PMP) certification through the Project Management Institute and shall maintain this certification throughout employment in the classification. Failure to obtain the required certification within the specified time period and maintain for the entire term of employment in this classification shall be cause for termination.

Recruitment may be limited to a specific area of expertise as required by operational needs.

APPROVED: _____ *(Signature on File)*

DATE: 8/28/2023

Interim Director of Personnel Services