



## CITY OF ALBANY POSITION DESCRIPTION

### PROGRAM MANAGER

**Definition:**

Under general direction of the Public Works Director/City Engineer, manages, directs, coordinates, and monitors Public Works programs and related activities; performs a variety of specialized technical work; provides professional assistance and strategy guidance to staff regarding assigned project and programmatic areas; fosters cooperative working relationships with state and federal agencies, business and community groups, and the public; and, performs related work as assigned. Provides assistance to the Public Works Director/City Engineer and participates as a responsible, proactive, and positive employee.

**Distinguishing Characteristics:**

This single position job classification serves in a management capacity over multiple technical and specialized public works projects and programs, overseeing regulatory compliance, asset management, CMMS and GIS software. This position is responsible for the successful completion of assigned projects within the parameters of designated budget constraints, established timelines, allotted resources, and operational objectives. This position is also responsible for providing the leadership to successfully maximize operational and administrative effectiveness, resource efficiency, and positive community relations. This position requires comprehensive specialized and technical knowledge and expertise in all aspects of public works activities and related project and program management. This position also requires a high level of initiative, sound judgment, and communication skills, as well as strong management and leadership skills.

**Supervision Received and Exercised:**

This position receives general direction from the Public Works Director/City Engineer. This position exercises technical and functional coordination over designated public works personnel.

**Examples of Duties:**

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

- ❖ Manage, direct, coordinate, and monitor assigned projects and programs for the City and its partner agencies consistent with established goals, objectives, and administrative parameters. Develop and implement program goals, objectives, policies, procedures, and priorities.
- ❖ Serve as project manager on assigned projects; provide supervision to engineers, architects, inspectors, contractors, and others; prepare cost-benefit analyses and recommendations; prepare preliminary budgets and reviews; develop bidder pre-qualification guidelines; supervise the bid process and contract awards; ensure project coordination and scheduling; control project costs; maintain cost and time accounting records; review and authorize payments; conduct general inspections.
- ❖ Represent the City's needs and priorities in all aspects and phases of the assigned activities; communicate with the project contractors, subcontractors, engineers, architects, landscape architects, representatives from other interested agencies and organizations, and the general public on a continuous and ongoing basis regarding assigned projects from the City's perspective.
- ❖ Manage the public information and communications components of assigned projects; maintain contact and provide ongoing progress/status reports to affected citizens and the general public; conduct public meetings and presentations to elicit input from affected citizens; respond to questions and requests for information and communicate the City's position to public inquiries; participate in troubleshooting and problem-solving activities related to potential negative impact of assigned projects on City businesses, residences, and/or other public and private services.

- ❖ Coordinate and participate in the investigation and resolution of complaints and concerns related to assigned projects and activities; identify and recommend solutions to issues involving construction activities, service delivery, community relations, and/or contractual obligations.
- ❖ Monitor, document, and report on the progress of work related to assigned projects on a regular and ongoing basis to ensure that established budget, timelines, and standards of quality within contractual obligations are being met; communicate any deviations, issues, and/or concerns to the Public Works Director/City Engineer in a timely manner; provide recommendations for action.
- ❖ Conduct inspections of assigned projects to ensure compliance with approved plans, specifications, and contractual agreements. Inspect work as completed and periodically; negotiate and write change orders as appropriate; develop punch lists and follow up to ensure successful completion; accept requests for payment and request check disbursements.
- ❖ Coordinate the work of City staff members assigned to assist with City projects; provide direction and monitor the work assignments; communicate with appropriate supervisory/management staff to resolve personnel issues.
- ❖ Participate in the development and administration of assigned program budgets and fiscal activities; approve the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and track expenditures; review invoices and approve them for payment; implement budgetary adjustments as appropriate and necessary.
- ❖ Keep current on Federal, State, regional, and local laws and regulations affecting public works matters, and initiate action required to bring the City into – and maintain compliance with – regulatory policies and procedures. Coordinate, monitor, and participate in the preparation of documentation and recordkeeping in compliance with Federal, State, regional, and local procedural requirements related to public works/capital improvement programs.
- ❖ Act as a technical and knowledgeable resource for management and conduct necessary research regarding proposed and/or current projects; locate resources, conduct feasibility studies, and participate in the planning and design aspects of projects.
- ❖ Serve as liaison to, provide support to, and coordinate assigned program activities with those of other City departments and staff as well as Federal, State, and local private and governmental agencies, community organizations, the general public, and other groups.
- ❖ Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of public works; incorporate new developments into programs.
- ❖ Prepare requests for bids and requests for proposals; review and evaluate submitted bids, and recommend bid awards; interview consultants/contractors for City contracts.
- ❖ Prepare professional documents and a variety of letters and formal correspondence, reports, records, contracts, and grant applications.

### **Qualifications:**

Knowledge of:

- ❖ Operational characteristics, services, and activities of public works programs, including sewer and storm facilities and systems.
- ❖ Standard organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs. Principles and practices of system development and service delivery.
- ❖ Construction, project management, and surveying principles. Asset management and mapping technology.
- ❖ Inspection principles and techniques. Basic environmental review process.
- ❖ Chemistry, hydrogeology, and geology principles.
- ❖ GIS (Geographic Information System) operations. Utility system engineering and utility mapping, with preference to sewer and storm facilities and systems.
- ❖ Principles and practices of supervision and training.
- ❖ Principles and practices of municipal budget preparation and administration; contract management, administration, and negotiation; record keeping and records management.

- ❖ Pertinent Federal, State, regional, and local laws, ordinances, codes, rules, and regulations including those regarding environmental and solid and hazardous wastes.
- ❖ Recent developments, current literature, and sources of information related to assigned programs and service areas.
- ❖ Methods and techniques of data collection, research, and report preparation.
- ❖ Office procedures, methods, and equipment, including computers and software applications such as word processing, spreadsheet, database, and other programs. Various printers, plotters, and field survey equipment.

Ability to:

- ❖ Perform a full range of responsible, professional level analytical, programmatic, and administrative duties in support of assigned programs and functions using independent judgment and personal initiative.
- ❖ Organize, implement, and manage public works programs, projects, and systems. Recommend and implement goals, objectives, policies, and procedures.
- ❖ Coordinate, prioritize, and integrate multiple projects in a cohesive and effective manner.
- ❖ Participate in the preparation and administration of assigned budgets.
- ❖ Understand, interpret, and apply administrative and departmental policies and procedures as well as applicable Federal, State, regional, and local laws, ordinances, codes, rules, and regulations.
- ❖ Research and interpret complex regulations and apply them in appropriate situations. Exercise sound judgment to determine regulatory compliance with existing laws and regulations.
- ❖ Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- ❖ Read, understand, prepare, and review construction drawings, plans, and specifications.
- ❖ Establish and maintain various data collection, recordkeeping, tracking, filing, and reporting systems.
- ❖ Conduct accurate and thorough research and prepare clear, complete, accurate, and concise analyses, reports, and recommendations.
- ❖ Operate office equipment including computers and supporting word processing, spreadsheet, database, and other programs and applications.
- ❖ Communicate clearly and concisely, both orally and in writing. Successfully communicate and interact with individuals and groups at all organizational and social levels. Instruct, persuade, negotiate, and motivate individuals with diverse backgrounds and business/personal interests.
- ❖ Represent the City in a professional manner when working with boards, outside groups, and the general public. Identify and respond to sensitive community and organizational issues, concerns, and needs. Demonstrate tact and diplomacy with the public.
- ❖ Establish and maintain effective working relationships with those contacted in the course of work.
- ❖ Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing, and operating necessary equipment.
- ❖ Maintain physical and mental capacities appropriate to the performance of required duties and responsibilities.

### **Experience and Education:**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:** At least three years of professional experience directly related to the area of assignment, including two years of administrative or project management experience related to Public Works or environmental activities. Geographic Information System (GIS) software work experience is desired. Experience with operating under a Consent Decree is desired.

**Education:** A Bachelor's degree from an accredited college or university with major course work in science, engineering, or a related field.

**Certification and Licensure:**

Possession of a valid California Driver's License prior to and during employment.

**Working Conditions:**

Work inside and outside including inclement weather and darkness. Must be able to attend off-hours meetings and travel to sites outside of the City. Must be available to respond to major emergencies on a 24/7 basis with notification by mobile communications device.

**Physical Demands:**

Must possess mobility to work in a standard office setting; strength and stamina to lift and carry 25 pounds; vision to read printed materials and a computer screen; and, hearing and speech to communicate in person, before groups, and over the telephone and radio.

**Approved by City Manager\_\_\_\_\_**