

## **COUNTY OF SOLANO**

### **PROJECT MANAGER**

#### **DEFINITION**

Develops, plans, organizes, coordinates and administers assigned projects for a County Department; performs administrative and budgeting duties.

#### **CLASS CHARACTERISTICS**

This class is characterized by its management responsibility over a variety of administrative and fiscal activities. This position manages an assigned project or projects within a department, and serves in an administrative capacity, which requires technical program knowledge. Incumbents participate in the development and implementation of goals, objectives, policies and priorities for the assigned program(s). This class may be used for complex, sensitive programs that require the interaction with a variety of departments, outside agencies, business groups, and/or community groups.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from high-level management staff.

May exercise supervision over administrative, technical and/or clerical support staff.

#### **EXAMPLES OF DUTIES** - *Duties may include but are not limited to the following:*

Collects, compiles, analyzes, and reports statistical information relating to program and administrative matters.

Develops budgets and provides operational and budgetary oversight over specified programs including reviews to conform to quality assurance standards; develops reporting requirements and associated documents.

Performs community outreach, liaisons and develops partnerships with community groups, businesses, governmental agencies and other community organization.

Develops grant applications and program proposals to obtain state and federal funding; administers and oversees specially funded program(s) and/or function(s).

Reviews program proposals/plans to determine time-frames, funding limitations; develops recommendations for accomplishing program objectives, outcome indicators, performance measures, staffing requirements and allotment of funds to various program components.

Negotiates with service providers regarding procedures, costs, and other contract matters; oversees and monitors contracts.

Represents the agency before boards and committees, in public meetings, and to other government agencies in specific areas of assignment; serves on and/or is the staff person assigned to committees and groups involved in specific program assignments.

Coordinates the provision of services with other program elements.

Evaluates program needs and ensures effective program delivery.

Provides consultation services to the community and related agencies; meets with community organizations, private individuals, agency administrators, and professional staff to gain cooperation in achieving program goals; serves as liaison to community organizations.

May supervise an administrative and/or program staff directly or through subordinate supervisors.

Plans and conducts meetings.

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

#### **Knowledge of:**

Supervisory principles and practices including work planning, assignment, work review, employee development and evaluation.

Administrative principles and practices including basic budgeting, program planning, development and evaluation of grants, contracted services and funding report requirements.

Analytical techniques including data collection and presentation methods.

Principles, practices, procedures, laws, and regulations related to the assigned department.

#### **Skills to:**

Operate office equipment including a personal computer, copy and fax machines and printers.

#### **Ability to:**

Plan, and conduct analytical studies related to specific assignments.

Collect, compile and analyze qualitative and quantitative data.

Review and install changes in work methods, systems and procedures, understand, interpret and explain laws, regulations and policies governing program operations; organize complex information into manageable parts.

Communicate effectively both verbally and in writing to individuals and clearly and effectively in public speaking; prepare spreadsheets and documents.

Understand program objectives in relation to departmental goals and procedures.

Prepare budgets, funding proposals and narrative and statistical reports.

Secure cooperation and teamwork among a variety of groups and individuals within and outside of the County.

Understand and analyze expenditure reports.

Maintain accurate records and document actions taken.

Organize and prioritize work assignments.

Research regulations; procedure and/or technical reference materials.

Determine and evaluate levels of achievement and performance.

Interpret political and administrative direction and incorporate into operational policy and procedures.

Plan, coordinate and initiate actions necessary to implement policy and administrative decisions.

Establish and maintain cooperative working relationships.

### **QUALIFICATION GUIDELINES**

#### **Experience:**

Three (3) years of professional level, public or private sector administrative experience involving fiscal, operational, and/or legislative analysis.

#### **Education:**

Bachelor's degree is required from an accredited college or university, preferably in Business Administration, Public Administration, Economics, Political Science, or closely related field. A Master' degree is desirable.

### **SPECIAL REQUIREMENTS**

Possession of, or ability to obtain, a valid California Class C Driver's License may be required.

### **SUPPLEMENTAL INFORMATION**

Independent travel may be required to various work sites and client residences.

Candidates for some positions in this class will be required to pass a background investigation in accordance with applicable law, regulation, and/or policy.

### **ADA COMPLIANCE**

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

**Sensory Requirements:** Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

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Director of Human Resources

**Established Date:** July, 2001

**Revised Date:** February 2003

**BOS Date:** June 30, 2003

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