



# DRAFT

## JOB DESCRIPTION

<b>Position:</b>	<b>PROJECT MANAGER</b>
<b>Salary Range:</b>	\$XX,XXX - \$XX,XXX/annually
<b>Reports to:</b>	Chief Executive Officer
<b>Classification:</b>	Salary, Exempt
<b>Date Created:</b>	_____ 2021

## POSITION DESCRIPTION

Under general direction by the Chief Executive Officer, the Project Manager assists in planning, coordinating and managing a variety of capital improvements projects and other District projects for enforcement and compliance with District contract specifications. Project Manager will also provide technical information and staff to those preparing and processing grant applications and project funding for local, State and Federal grants.

## Examples of Essential Functions

*The District reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Coordinate and attend pre-construction, construction progress, and final closeout meetings.
- Maintain, develop and protect assigned District resources and facilities.
- Coordinate, schedule, assign, monitor work of contractors in the performance of various construction projects to include, but not limited to, facilities, utilities, parking lots, etc.
- Review, prepare and recommend approval of progress payments to contractors.
- Assist in preparation of bid specifications and contracts.
- Support grant efforts by providing information needed by grant writers.
- Participate in the development and implementation of new or revised programs, systems, procedures and methods of operation; compiles and analyzes data and makes recommendations regarding staffing, equipment and facility needs.
- Participate in the development and administration of project and programmatic budgets, including cost containment and grant funds disbursement.
- Participate in the acquisition, renovation, demolition, and disposition of real estate, rehabilitation, and tenant relocation as required by specific projects.
- Identify and assess project risks, and coordinate with stakeholders to develop strategies to mitigate/minimize risk
- Prepare and present written and verbal reports, correspondence, reports, policies, procedures, agreements and other documents for District management.
- Oversee and track all requests for information (RFIs), change orders, product submittals and all correspondence related to each project.
- Direct the execution of all necessary permits and licenses.
- Coordinate and attend weekly meetings with project team to verify the project schedules and review change orders.
- Identify community resources for purposes of research, program planning, information dissemination and referral.
- As required, make oral presentations and represent the department before legal groups, committees, organizations and agencies to explain District programs, policies and procedures.

- Support special events, outreach and public education programs to the community.
- Represent the District, as directed, in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory and legislative organizations.
- Organize daily activities based on the goals of the organization
- Monitor projects and overseeing project managers to ensure goals are met
- Meet with stakeholders to discuss project status and goals
- Create long- and short-term plans, including setting targets for milestones and adhering to deadlines Delegate tasks on the project to employees best positioned to complete them
- Make effective decisions when presented with multiple options for how to progress with the project
- Serve as a point of contact for teams when multiple units are assigned to the same project to ensure team actions remain in synergy
- Communicate with executives and/or the board to keep the project aligned with their goals
- Perform quality control on the project throughout development to maintain the standards expected Identify and coordinate adjusting schedules and targets on the project as needs or financing for the project change

**Essential job duties as may be assigned that are not listed above but are relative to this job classification.** (Reasonable accommodations will be made when requested and determined by the District to be appropriate under applicable law.

#### **QUALIFICATIONS**

Minimum qualifications are used as a guide for establishing the education, training, experience, special skills and/or license which are required and equivalent to the following:

##### **Knowledge of:**

- Research methods and techniques, and methods of report preparation.
- Principles and practices in administration including organizational patterns and analysis, fiscal and personnel management.
- Principles and practices of contract administration and evaluation.
- Managerial accounting principles sufficient to develop project budgets, examine and analyze expenses and fiscal documents, and to review and develop audit trails.
- Statistical data collection and analysis techniques.
- Presentation methods, techniques, materials and media.

##### **Skills/Ability to:**

- Work and communicate effectively with people of various education and socioeconomic backgrounds by respecting beliefs, interpersonal styles and behaviors of both clients and co-workers.
- Operate modern office equipment including computer equipment and specialized electronic equipment.
- Plan, coordinate and direct programs and grants in a County department or division.
- Work independently and manage multi-function responsibilities.
- Research, compile and analyze information, make decisions, and prepare appropriate alternatives and recommendations.
- Communicate and establish effective working relationships with groups, agencies, officials, departments, boards, and internal staff, both orally and in writing.

- Gather, analyze, and organize data in arriving at recommendations or in taking an effective course of action.
- Establish goals and objectives, and implement plans to meet those objectives.
- Read, interpret and apply complex technical regulations, funding documents, financial reports, legislation and federal, state and local laws.
- Prepare clear, concise reports and correspondence using correct grammar, punctuation and spelling.
- Make recommendations and develop new programs or implement changes in current programs.
- Prepare, monitor and evaluate budgets.
- Effectively conduct meetings and make presentations to various groups.
- Compile results of research to extrapolate costs such as expenditures, allocations, and to prepare budgets.
- Organize work and set priorities to complete assignments by established time frames.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Maintain various records, statistics and data bases.

## **REQUIREMENTS**

### **Education:**

Equivalent to graduation from an accredited college or university with major course work in business administration, public administration, construction management, communications, marketing, community development, planning, or closely related field.

### **Experience:**

Three (3) years of progressively responsible staff experience in project management or administration, personnel or organizational management, community development, fiscal or budget analysis, preferably with a local government agency.

Participation in healthcare related projects: Working with OSHPD and similar regulatory agencies in a project management or construction management capacity. Working within an acute care hospital facility or licensed clinical facility in a project management or construction management capacity. Working and collaborating with OSHPD Inspectors of Record (IORs) during the course of construction

### **License or Certificate:**

Possession or, or ability to obtain an appropriate, valid Class C California driver's license.

## **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator, and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job

functions; inspect work sites including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points.

### **ENVIRONMENTAL DEMANDS**

Employees work partially in an office environment with moderate noise levels and controlled temperature conditions, and partially in the field and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, confining workspaces, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.

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