

CITY OF HALF MOON BAY Project Manager

DEFINITION

To perform responsible professional and technical administrative duties in providing staff assistance to assigned departments and/or major divisions of offices; to conduct special studies, surveys and research assignments in a variety of administrative and operational procedures, topics and issues; and to perform related work as required.

SUPERVISION RECEIVED/EXERCISED

Receives direction from executive level departmental or administrative management personnel.

May exercise technical and functional supervision over office and clerical personnel.

DUTIES AND RESPONSIBILITIES: The duties and responsibilities listed below are only illustrative and are not meant to be a full and exhaustive listing of all of the duties and responsibilities of the classification.

Depending upon assignment, duties may include, but are not limited to, the following:

Compile and analyze data; prepare reports and make recommendations on the formulation of policy and procedure, and staffing and organizational changes.

Conduct surveys and perform research and statistical analyses on administrative, fiscal, personnel, and operational matters.

Participate in the development and installation of new or revised programs, systems, procedures, and methods of operation; update and revise policies and procedures.

Assist in the development, coordination and monitoring of the department budget; analyze cost and revenue trends; prepare a variety of fiscal, administrative and management reports, implement fixed asset inventory program.

Compile materials and assist in the preparation of reports, manuals, and publications.

May be required to perform confidential duties, related to administration of employee relations, such as gathering and analysis of salary and benefits data for use in labor negotiations, preparation of proposals and contract language, participation in management meetings to discuss employee relations and regular access to confidential information concerning the effects of bargaining proposals.

May be required to perform confidential duties related to human resources activities, such as gathering information for use in performance management, benefit administration, and employee relations.

Participate in administering contracts including those relating to financial analysis, personnel and benefit administration, and other related contracts as may be assigned; may participate in the development and compliance of contracts.

Assist in the design and implementation of systems and forms for use in assigned areas of operation.

Respond to complaints and requests for information.

Represent the City in interdepartmental, community, and professional meetings as required; make presentations as necessary.

Assist in the coordination of intradepartmental and departmental activities with other City departments and divisions, and outside agencies.

Interpret Federal, State and City regulations and laws; coordinate their application to City operations; remain current in the knowledge of applicable statutes.

KNOWLEDGE AND ABILITIES

Knowledge of:

Principles and practices of the professional and technical area(s) assigned to work.

Research techniques, sources, and availability of information, and of report and presentation preparation.

Applicable State, Federal and local laws and regulations impacting the work.

Principles, methods and practices of municipal finance, budgeting, accounting, and personnel management.

Organization and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.

Standard office practices, procedures, methods and equipment.

Principles and practices of organization and public administration.

Effective communication techniques including oral, written and computer aided.

Use of personal computers including Excel, Word, Outlook; operation of modern office equipment.

Arithmetic and basic mathematical and statistical calculations, including percentages and decimals.

English usage including spelling, punctuation and grammar.

Ability to:

Learn, interpret and apply City policies, procedures, rules and regulations, laws and statues associated with the work.

Develop, interpret and recommend policies and procedures related to assigned duties and responsibilities.

Evaluate the effectiveness of systems and procedures; identify and make recommendations for improvements to increase effectiveness.

Conduct studies and develop training programs bases upon needs assessment.

Work independently; plan and organize the work and meet critical and important deadlines.

Properly interpret, apply and make decisions in accordance with laws, rules, regulations and policies.

Communicate clearly and concisely, both orally and in writing.

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

Performed related duties and responsibilities of the work.

EDUCATION AND EXPERIENCE

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:

Three years of general administrative/organizational experience, preferably in local government.

Education:

Equivalent to a Bachelor's Degree from an accredited college or university with major work in public or business administration or a closely related field.

PHYSICAL DEMANDS

The ability to maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.

WORKING CONDITIONS

Working in an office environment is required in this position. The incumbent must travel to and from work site and to meetings during assigned hours of work. Specific duties and responsibilities may result in evening or late hours of work.

LICENSES, CERTIFICATES AND REGISTRATIONS

Possess a valid California class "C" Driver's License.