



## Manager of Special Projects

Class Code	FLSA Status	EEO Category	Represented Status	Salary Grade	Effective Date	Resolution	Pages
063	Exempt	1 – Officials/Administrators	Unrepresented	10	Rev 10-08	1139	1 of 1

**DEFINITION:** Under general administrative direction; manages one or more complex implementation and/or ongoing projects through the entire cycle from initiation to closure; coordinates projects and activities with District staff from various departments, external consultants, and public agencies; and supervises assigned staff on a project basis.

**REPORTS TO:** The General Manager, or designee.

**REPRESENTATIVE FUNCTIONS include, but are not limited to:**

- Initiates assigned projects by defining purpose, goals, objectives, scope, and deliverables to be produced; in coordination with District and external stakeholders.
- Develops project plans, processes, and controls in order to manage timelines, staffing, budget, quality control, and other pertinent issues.
- Completes and maintains all required project documentation and tracking records to ensure that all internal and external approvals are received, and that all component project elements are completed on time and within established budget.
- Recommends and participates in the selection of project teams, including internal District staff, and external consultants and contractors.
- Trains and motivates assigned staff, assigns project tasks and functions; and monitors the completion of work activities.
- Monitors other project elements through the execution, implementation and maintenance phases; including quality control, risk factors, risk evaluation, and change management.
- Acts as project advocate and spokesperson. Provides written and oral reports to a wide variety of internal and external audiences including the Board of Directors, executive staff, governmental commissions, legislative bodies, and community interest groups.
- Performs related duties as required.

**MINIMUM QUALIFICATIONS:**

**Knowledge Of:** The technical and/or professional field of study required by assigned projects; principles and practices of project management; best business practices; principles of supervision, motivation, team building, training, performance evaluation and conflict resolution; personal computers and commonly used software for word processing, spreadsheets and presentation at the intermediate level of proficiency, as well as specific software programs required for assigned projects at the advanced level of proficiency.

**Ability To:** Analyze, interpret, and evaluate budgetary and technical reports; understand and apply pertinent laws, regulations, and codes, as well as District policies and procedures to ensure project compliance; monitor and adhere to project specifications, timelines and established budgets; troubleshoot problems and develop practical solutions within project time constraints; communicate effectively both orally and in writing; gain and maintain cooperation of stakeholders through ongoing communication, discussion, and persuasion; and establish and maintain effective working relationships with those encountered in the course of work using principles of excellent customer service.

**Education:** Equivalent to a Bachelor's degree in a professional or technical field of study directly related to the specific assigned projects. Some assignments within this classification may require advanced degrees, and/or certifications or licenses in specific technical fields of study.

**Experience:** Equivalent to eight (8) years of increasingly responsible experience in one or more positions directly related to the specific assigned projects; including four (4) years of verifiable project management experience, that included supervision of assigned staff.

**Physical Requirements:** Must maintain the physical condition necessary to perform tasks in an office setting operating a computer, keyboard, and other peripheral equipment; and safely drive a District automobile. Some positions may require the ability to walk, stand, and climb short distances in public, transit, or construction settings in order to inspect the progress of assigned projects.

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This Class Specification is intended to present a descriptive list of the range of essential functions performed by an incumbent in this class, but is <b>not</b> intended to reflect all duties performed within the job.	Est. 3/00 Rev 10/08	_____ APPROVED BY RICK FERNANDEZ, GENERAL MANAGER	Date:
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