



**Alameda Contra Costa Transit District
Classification Specification**

Exhibit- C

Project Manager II - DRAFT

Class Code	FLSA Status	EEO-CAT	Rep Status	Salary Grade	Effective Date	Res. Date
063	Exempt	ADMIN -- Admin/Professional	UNREP	10	01/26/2022	22-004

DEFINITION: Under general direction, manages one or more implementations, and/or ongoing serves as project manager for complex projects through the entire cycle from initiation to closure; coordinates activities. This is the advanced level within the Project Manager series. There are four (4) levels within the Project Manager series, which are distinguished from one another by the technical complexity of the assigned duties and the level of discretion and independent judgment exercised.

Positions at this level are responsible for performing project management activities for highly complex planning projects. Incumbents at this level are expected to operate with District a high degree of professional judgment and independence, providing technical and functional direction to professional, technical, and contract staff.

This classification is distinguished from various departments, and supervises assigned staff on an ongoing or ad-hoc basis. the Senior Project Manager in that latter is a supervisory classification and is further differentiated by the scope, complexity, and sensitivity of the assigned projects.

REPRESENTATIVE FUNCTIONS may include, but are not limited to the following:

- ~~• Evaluates and recommends professional consulting services for assigned projects; develops and disseminates Requests for Proposals (RFPs), Request for Qualifications (RFQs) and Invitation For Bids (IFBs); assists in the negotiation, preparation and administration of professional services, architectural/engineering services and construction contracts and information system proposals; and recommends and prepares amendments to professional services contracts.~~
- ~~• Participates in the establishment and implementation of project goals and objectives, and establishes and maintains adherence to project administration techniques, policies and procedures. (i.e. process review, revision and documentation, improve reporting, establish and implement internal controls procedures, etc.)~~
- ~~• Leads, or participates in the negotiation, implementation, and administration of agreements, including professional services agreements, architectural/engineering services agreements, and information system agreements and construction agreements.~~
- ~~• Reviews and recommends the approval of project proposals; coordinates design and planning services for assigned projects; and reviews design concepts for compliance with development plans.~~
- ~~• Prepares and submits purchasing documentation; including requisitions, Statements of Work (SOWs), and proposal evaluation criteria. Participates in evaluation of proposals and bids.~~
- ~~• Develops, prepares, and monitors project budgets; submits budget justifications, and monitors and controls expenditures. Prepares or oversees the preparation of program budget forms, reports, and work sheets.~~
- ~~• Monitors agreements and projects for compliance with rules and requirements.~~



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- ~~Reviews, and maintains project-related information, including project schedules, status reports, issues, risks and deliverables.~~
- ~~Acts as liaison between various departments to help manage project implementation.~~
- ~~Reviews and approves invoices from contractors. Monitors financial reports to ensure proper accounting of project expenditures. Coordinates with grants management, grants accounting, Accounts Payable, and Accounts Receivable to resolves issues.~~
- ~~Serves as subject matter expert and may exercise technical and functional supervision over professional, technical, and clerical staff, as well as outside consultants and contractors.~~
- ~~Supervises, and participates in the formation, planning, review, and management of assigned projects. Assigns, supervises, trains, and reviews the work of assigned staff, contractors, and consultants.~~
- ~~May be required to provide training to staff members in other departments.~~
- ~~Attends and participates in professional meetings with District management, as well as outside business, government, and professional organizations. Makes presentations, as required.~~
- ~~Performs related duties as required.~~

- Plans, organizes, and directs the daily functions, operations, and activities of professional, technical, and administrative staff responsible for a wide range of District projects.
- Performs project management functions and activities and is responsible for the full lifecycle of an assigned project overseeing scope, timeline, budget, and quality standards from the project's inception to completion.
- Develops project timeline, schedule, and milestones, detailing the nature and level of staffing/labor/contracted services needed to meet the proposed timeline; monitors project progress and confers with stakeholders on matters that may impact timeline expectations and deliverables.
- Develops project budget, detailing labor and materials costs; reviews invoices for accuracy and to affirm services/equipment have been delivered in accordance with project requirements; tracks project expenses; recommends payment of invoices; conducts regular and periodic reviews to discuss expense alignment with budget, anticipated adjustments, or significant variances from budget.
- Develops and monitors standards of quality and ensures that standards of quality are met and are delivered are delivered in conformity with contractual obligations; manages changes in project scope; identifies and provides timely communication of potential crises and/or deviations from project timeline, budget or quality standards; proposes and evaluates solutions; devises and implements contingency plans.
- Evaluates and recommends professional consulting services for assigned projects; develops and disseminates Requests for Proposals (RFPs), Request for Qualifications (RFQs) and Invitation For Bids (IFBs) and develops



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proposal evaluation criteria; assists in the negotiation, preparation and administration of professional services and contracts; recommends and prepares amendments to professional services contracts.

- Prepares, reviews, and maintains a variety of project-related information and documentation, including project schedules, Statements of Work (SOWs), status reports, detailing issues, risks, and deliverables; monitors agreements and projects for compliance with relevant codes, ordinances, rules, and regulations.
- Reviews and recommends the approval of project proposals; coordinates design and planning services for assigned projects; and reviews design concepts for compliance with development plans.
- Coordinates with grants management, grants accounting, Accounts Payable, and Accounts Receivable to resolve issues
- Coordinates with grants management, grants accounting, Accounts Payable, and Accounts Receivable to resolve issues.
- Attends and participates in professional group meetings and committees; stays abreast of new trends and innovations in the field of project management and area to which assigned; stays abreast of federal, state, and local regulations and related to area of assignment to ensure the District's compliance.
- Provides technical and functional direction to professional, technical, and contract staff and participates in the formation, planning, review, and management of assigned projects.
- Performs related duties as required.

MINIMUM QUALIFICATIONS:

Knowledge Of: ~~The technical and/or professional field of study required by specific assigned projects; principles and practices of project management; principles of supervision, motivation, team building, training, and conflict resolution; the generally accepted accounting principles; application and operation of computerized financial and accounting systems and spreadsheets; contractual approaches and their proper usage as outlined in FTA Circular 4220.1; English usage, spelling, grammar and punctuation; personal computers and commonly used software for spreadsheets, word processing, and presentation at the intermediate level of proficiency, as well as specific software required for assigned projects at the advanced level of proficiency.~~

Ability To: ~~Lead, organize, and review the work of internal and external professional personnel; manage multiple projects; develop, analyze, evaluate, and modify project management methodologies; prepare plans, specifications, and bid documents; develop, interpret, explain, apply project policies and procedures, as well as applicable federal, state, and local laws, and regulations; properly interpret, ensure compliance with, and make recommendations in accordance with laws, regulations, and policies; analyze and interpret financial statements; work cooperatively with other departments, officials of local government jurisdictions, and other outside agencies and businesses; respond tactfully, clearly, concisely, and appropriately to inquiries from the public, and governmental agencies on issues in the area of responsibility; effectively organize and prioritize timelines and project schedules; manage consultant contracts; prepare and administer large project budgets and monitor expenditures; prepare clear and concise reports; stay abreast of new developments and trends in the assigned field, and recommend and~~



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~~incorporate changes as appropriate; communicate clearly and concisely in English, both orally and in writing; provide training and establish and maintain effective working relationships with those contacted in the course of work using principles of excellent customer service.~~

Knowledge of: Advanced knowledge of the technical and/or professional field of study required by specific projects to which assigned; principles and practices of project management, including developing scopes of work, budgets and timelines; basic principles of supervision and providing functional and technical direction and training to subordinate staff; the general principles of accounting and budget management; proficiency in English usage, grammar, spelling, vocabulary, and punctuation; personal computers and commonly used software for spreadsheets, word processing, and presentation at the intermediate level of proficiency, as well as specific software required for assigned projects at the advanced level of proficiency; techniques for providing a high level of customer service by effectively working with the public, vendors, contractors, and District staff.

Ability to: Lead, organize, and review the work of internal and external professional, technical, and administrative staff; develop, analyze, evaluate, and modify project management methodologies; prepare plans, specifications, and bid documents; develop, interpret, explain, apply project policies and procedures, as well as applicable federal, state, and local laws, and regulations; properly interpret, ensure compliance with, and make recommendations in accordance with laws, regulations, and policies; analyze and interpret financial statements; work cooperatively with other departments, officials of local government jurisdictions, and other outside agencies and businesses; communicate in a clear, concise, persuasive, and tactful manner to a wide variety of audiences both orally and in writing; respond tactfully, clearly, concisely, and appropriately to inquiries from the public, and governmental agencies on issues in the area of responsibility; effectively organize and prioritize timelines and project schedules; manage consultant contracts; prepare and administer large project budgets and monitor expenditures; prepare clear and concise reports; stay abreast of new developments and trends in the assigned field, and recommend and incorporate changes as appropriate; communicate clearly and concisely in English, both orally and in writing; and establish and maintain effective working relationships with those contacted in the course of work using principles of excellent customer service.

Education: Equivalent to a Bachelor's degree from an accredited four-year college or university in a field directly related to the professional specialty of the area to which assigned special projects.

Experience: A minimum of five (5) years of experience in the professional field required by the assigned special projects. Years of experience may be substituted for the educational requirement on a two for one basis (two years experience may be submitted for one year of education).

License/Certification: Some positions in this classification may require the possession of, or ability to obtain, and maintain a valid Class C California Driver License; and must meet the District's safe driving standards.



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~~Some positions in this classification may require a valid Professional Engineer License issued by the California Board for Professional Engineers.~~

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

~~**NOTE:** Some positions within this classification may be grant-funded, and/or limited-term positions. Grant funded positions are subject to the availability of funds.~~

~~For Engineering/Capital Projects: Equivalent to a Bachelor's degree in architecture, engineering, planning, or a related field.~~

~~For Innovation and Technology (IT) Projects: Equivalent to a Bachelor's degree in computer science, information technology or a related field.~~

~~**Experience:** Six (6) years of experience in the professional field required by the assigned special projects or two (2) years that involved responsibilities at a level equivalent to the District's classification of Project Manager I. Years of experience may be substituted for the educational requirement on a two for one basis; two (2) years of experience may be submitted for one (1) year of education).~~

~~**License and Certification(s):** None.~~

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

~~**Special Environmental Conditions:** None.~~

~~**Special Requirements:** Some positions within this classification may be grant-funded, and/or limited-term positions. Grant funded positions are subject to the availability of funds.~~

~~**Established Date:** (Res #)~~



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