



Exhibit-A

Project Manager I - Draft

Class Code	FLSA Status	EEO-CAT	Rep Status	Salary Grade	Effective Date	Resolution Number
TBD	Exempt	ADMIN -- Admin/Professional	AFSMCE	08	01/26/2022	22-004

**DEFINITION:** Under general direction, serves as project manager for routine to moderately complex projects and assists higher-level project managers on more complex projects as needed. This is the experienced level within the Project Manager series. There are four (4) levels within the 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 routine to moderately complex projects.

Positions in the Project Manager series are flexibly staffed to meet the needs of the District. Positions at the experienced level are normally filled by advancement from the entry-level and promotion is subject to the following: (i) management affirmation that the incumbent is performing the full range of duties assigned and (ii) after gaining requisite experience and demonstrating proficiency that meets the minimum qualifications of the next higher-level classification.

This classification is differentiated from the Project Manager II in that the latter is a lead-level classification responsible for organizing, assigning, and reviewing the work of departmental and/or contract staff, 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:

- 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 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 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.
- Prepares project staff reports for Board presentations; presents oral and written presentations to a variety of stakeholders that may include external boards and commissions, advisory committees, and citizen groups.



## Project Manager I

- Attends and participates in professional group meetings and committees; stays abreast of new trends and innovations in the field of project management and federal, state, and local regulations related to the area of assignment.
- Performs related duties as required.

### **MINIMUM QUALIFICATIONS**

**Knowledge of:** The technical and/or professional field of study required by specific projects to which assigned; principles and practices of project management; the general principles of accounting and budget management; principles and practices of contract administration, negotiation and evaluation; applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned projects; English usage, spelling, grammar, and punctuation; modern office practices, methods, and computer equipment and applications 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:** 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 clearly and persuasively with all stakeholders including project teams, executive management/project sponsor, end-users, and consultants; 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 project budgets and monitor expenditures; prepare clear and concise reports; 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 area to which assigned.

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:** Four (4) 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 Coordinator. 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.