



Alameda Contra Costa Transit District Classification Specification

Exhibit-D

Senior Project Manager - **DRAFT**

Class Code	FLSA Status	EEO-CAT	Rep Status	Salary Grade	Effective Date	Resolution Number
064	Exempt	ADMIN -- Admin/Professional	UNREP	11	01/26/2022	22-004

DEFINITION: Under general direction, independently performs a variety of advanced-level project management duties and responsibilities in the administration of the District's most complex, and/or highest visibility, and value expenditure projects; and provides highly responsible and complex staff assistance. Leads or participates in the negotiation, implementation, and administration of agreements that have a financial impact on the District. 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.

Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility.

This classification is distinguished from the assigned manager in that the latter is assigned a greater preponderance of budgetary and administrative accountabilities and is further distinguished by lower-level project management classifications by the preponderance of supervisory responsibilities assigned to the Senior Project Manager 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:

- Plans, supervises, and oversees the daily functions, operations, and activities and supervises District professional, technical, clerical staff, and outside consultants and contractors.
- 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.
- Supervises and participates in the development and implementation of goals, objectives, policies, and priorities for assigned function; recommend within departmental policy, appropriate service and staffing levels; recommend and administer policies and procedures.
- Develops and standardizes procedures and methods to improve the efficiency and effectiveness of project management services and activities; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and implements upon approval.
- Participates in the development and administration of and oversees the assigned budgets including the annual work unit budget.
- Participates in selection, training, motivation, and evaluation of assigned personnel; provides or coordinates staff training; works with employees on performance issues; implements discipline procedures.
- Evaluates and recommends professional consulting services for the District's most complex and/or highest expenditure projects.



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- Develops and disseminates Requests for Proposals (RFPs), Request for Qualifications (RFQs); Invitation For Bids (IFBs); participates in the negotiation, preparation, and administration of professional services architectural/engineering services and construction contracts; and recommends and prepares amendments to professional services contracts.
- Leads, or participates in the negotiation, implementation, and administration of professional services agreements.
- ~~Exercises technical and functional supervision over professional, technical, and clerical staff, which may include subordinate Project Managers, 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 project management staff, contractors, and consultants.~~
- ~~Participates in the establishment and implementation of project goals and objectives, and establishes and maintains adherence to project administration techniques, policies and procedures. Leads, or participates in the negotiation, implementation, and administration of agreements, including professional services agreements, architectural/engineering services 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.~~
- ~~Monitors agreements and projects for compliance with rules and requirements.~~
- ~~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. Creates and sustains stakeholder relationship.~~
- ~~Reviews and approves invoices from contractors.~~
- ~~Monitors financial reports to ensure proper accounting of project expenditures.~~
- 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.
- Enters, reviews, and maintains project-related information in the District's Project Management Information System, including project schedules, status reports, issues, risks and deliverables.
- ~~Attends and participates in professional meetings with District management, as well as outside business, government, and professional organizations.~~
- ~~Makes presentations, as required.~~
- 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.
- Supervises, and participates in the formation, planning, review, and management of assigned projects
- Allocates and manages necessary assets and resources to ensure successful project delivery.
- Performs related duties as required.

MINIMUM QUALIFICATIONS



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Knowledge of: ~~Advanced 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 general principles of accounting and budget management; ~~ 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.~~ 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: Lead, organize, and review the work of internal and external professional personnel; develop, analyze, evaluate, and modify project management methodologies; interpret construction documents and site plans; 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 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 college or university in a field related to the professional field of the assigned special projects. Desired Education/Training: Additional education or training in project management, public administration, and/or organizational development.~~ 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: Eight (8) 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 II. 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 and Certification(s): ~~None-~~

~~Possession of, or ability to obtain, a valid California Driver's License by time of appointment and meet the District's driving standards.~~

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~~• Possession of a Registered Professional Civil Engineer license issued by the State of California.~~



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~~**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.~~

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~~**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 #)~~