

## **PROJECT MANAGER I/II**

### **Definition:**

Under general direction performs a variety of professional tasks involved in the administration, planning, organization and management of a variety of projects and programs; provides staff support and performs related work as required.

### **Class Titles**

**Project Manager I  
Project Manager II**

### **Essential Duties and Responsibilities:**

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent in this series may include the following depending on assignment:

Participates in activities to recruit and retain business within the City; develops business and industry recognition and business assistance strategies and programs.

Monitors compliance and enforces provisions of affordable housing agreements.

Prepares or directs the preparation of documents including leases, financial and environmental analyses, deeds, public hearing notices and related material.

Monitors land appraisal, financing, acquisition and relocation activities.

Prepares, reviews and/or processes design proposals, architectural drawings, housing proposals, assistance applications, business/personal financial statements and business plans.

Assists with the review and preparation of economic development plans as assigned.

Assists with research, analysis and recommendation tasks related to capital improvement projects.

Assists with administration of Redevelopment Successor Agency responsibilities.

Makes oral and written presentations and prepares exhibits representing assigned projects and programs.

Coordinates assigned projects/programs with other City departments.

Interacts, negotiates and maintains contact with a variety of housing/economic development-related individuals and groups.

Monitors the work of, and provides direction to, professional and technical consultants and contractors.

Provides information to the public and a variety of individuals regarding assigned programs and project activities and serves as the City's representative as assigned.

Maintains and updates project status reports and related records.

Operates a personal computer and uses applicable software to compose/prepare a variety of records, contracts, reports, correspondence and other material.

Participates in the preparation of project and departmental budget(s).

Inspects work sites and projects as needed.

Drives a vehicle on City business.

**Other Duties and Responsibilities:**

Performs other projects/tasks as assigned.

Lifts and moves boxes of records and other items weighing 30 pounds or less.

Staffs trade shows, seminars and conferences.

**Class Characteristics:**

Project Manager is a multi-incumbent program. Both positions in the series perform tasks which require judgment, discretion and initiative. Project Manager I is the entry level. An incumbent at the I level has sufficient ability and knowledge to perform substantially all the duties and responsibilities of the position and, over time, is expected to gain the additional work experience and skills needed to progress to the II level. Project Manager II is the journey level in the series. A Project Manager II is distinguished from the lower level by the II's performance of more complex and difficult duties involving the exercise of a greater degree of responsibility, independent judgment and initiative.

**Contacts and Relationships:**

A Project Manager establishes and maintains contact with staff within his/her assigned department and staff in other City departments. Additional contact will occur with professional and technical consultants, a variety of individuals or groups of citizens, public and private representatives, City committees, commissions, contractors, vendors and local/non-local businesses.

**Qualification Guidelines:**

The knowledge and abilities which are required to perform the duties and responsibilities of this series are as follows:

**Knowledge of:**

Systems and techniques of project/program management and monitoring.

Principles and practices of economic development, community development, affordable housing development, municipal planning and metropolitan transportation planning/programs.

Municipal operations and intergovernmental relations related to area assigned.

Methods of making effective oral and written presentations.

Negotiation and conflict resolution techniques.

Land and real estate economics, including loan practices, commercial, industrial and residential development and rehabilitation.

Applicable laws and regulations as they relate to area assigned.

Budgeting methods and procedures.

Computer applications related to area assigned.

Contract administration related to area assigned.

Methods of analysis and research techniques.

**AND**

**Ability to:**

Plan, organize, and manage a variety of projects, programs and activities.

Use independent judgment and initiative.

Interpret and apply applicable laws, rules and regulations.

Review contracts, agreements, plans and work specifications.

Organize and conduct independent, professional research and collect, analyze and interpret statistical data.

Adhere to multiple deadlines and handle multiple projects.

Communicate effectively orally and in writing and prepare exhibits, charts and diagrams.

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

Meet the public with courtesy and tact.

Operate a personal computer and use applicable software.

**A typical way to obtain the knowledge and abilities is as follows:**

**Project Manager I:**

**Education:** Bachelors Degree in Business Administration, Public Administration, Economics, Planning or a related field from an accredited college or university.

**AND**

**Experience:** Three years of progressively responsible experience in planning or a related field to include some program or project management experience.

**Other:** Some municipal public sector experience is preferred but not required.

**Project Manager II:**

**Education:** Bachelors Degree in Business Administration, Public Administration, Economics, Planning or a related field from an accredited college or university.

**AND**

**Experience:** Four years of progressively responsible experience in planning or a related field to include two years of municipal/public sector program or project management.

**Special Requirements – Both Classes in this Series:**

Valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout employment in this position.

Must be able to work a flexible schedule to accommodate City needs.

The City of Fullerton's Conflict of Interest Code requires that a Project Manager I/II file financial disclosure statements in accordance with state and local laws.

**Physical Tasks and Working Conditions Include the Following:**

Work is performed primarily indoors with on-site work in the field as required. When work is performed outdoors there is exposure to the elements. An incumbent uses a computer, keyboard and related equipment, drives a vehicle on City business, sits, stands, walks, reaches, bends, twists, grasps and may lift and carry boxes of records and other items weighing 30 pounds or less. When on-site an incumbent may climb stairs and walk and stand on slippery/uneven slopes and surfaces. An incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

**Fair Labor Standards Act Designation:** Exempt – Administrative/Professional

Revised and Title change from Redevelopment Project Manager I/II January 2012  
Class Split into Development Project Manager I/II December 2005  
Revised January 2001