



City of Phoenix

SPECIAL PROJECTS ADMINISTRATOR

JOB CODE 08610

Effective Date: Rev. 09/06

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to manage a department's complex administrative or construction projects that require a high degree of specialized knowledge. Duties include interacting with and coordinating activities of all divisions of the department and/or other City departments/offices, consultants, contractors, utilities, and other outside agencies. The incumbent directly supervises senior-level professional staff or oversees the work of senior-level professional contractors, acts independently, and executes specific actions without review. Duties are performed under the general direction of a deputy director or higher, and require considerable initiative and independent judgment within an assigned area of responsibility. Work is evaluated on the basis of results achieved.

ESSENTIAL FUNCTIONS:

- Seeks and evaluates information from a variety of divisions, departments, and/or other entities;
- Makes recommendations affecting a variety of divisions, departments, and/or other entities;
- Establishes and chairs task forces for the department;
- Coordinates and installs management improvements that address new or ongoing problems;
- Writes administrative reports, council reports, special project status reports, and feasibility reports, and makes presentations as required;
- Performs research and writes financial and administrative reports;
- Supervises senior-level professional staff and/or oversees the work of senior-level professional contractors;
- Serves as liaison to various executive and management staff in other departments, agencies, and/or contractors;
- Serves as construction manager on very large, high-profile capital improvement projects;
- Maintains regular and reliable attendance;
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity;
- Works more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required.



City of Phoenix

Required Knowledge, Skills and Abilities:

Knowledge of:

- Principles and practices of public administration and government.
- Research techniques, methods, and procedures.
- Organizing and implementing comprehensive administrative programs.
- Supervisory principles and practices.
- Principles and practices of architecture and architectural engineering.
- Modern methods, techniques, and design concepts as applied to the design and construction of public buildings.
- Applicable titles of State statutes, County health regulations, and City codes and ordinances as they relate to the management of complex architectural projects.
- Design principles, techniques, and tools involved in the production and use of precision technical plans, blueprints, drawings, and models.
- Construction methods, materials, and techniques used to construct objects, structures, and buildings.

Ability to:

- Perform a broad range of supervisory responsibilities over others.
- Gather pertinent facts, make thorough analyses, arrive at sound conclusions, and formulate effective action plans.
- Comprehend and make inferences from material written in the English language.
- Work cooperatively with other City employees and/or the public.
- Present the department's position and policies, and respond to inquiries from the City Council and City management.
- Produce written documents with clearly organized thoughts using proper English sentence construction, punctuation, and grammar.
- Communicate orally with other City employees, customers, and the public in face-to-face one-on-one settings, in group settings, or using a telephone.
- Resolve customer complaints in accordance with established policies and regulations.
- Analyze and interpret research findings and formulate an appropriate action plan.
- Work safely without presenting a direct threat to self or others.
- Draw building plans.
- Use graphic instructions, such as blueprints, schematic drawings, layouts, or other visual aids.
- Perform field inspections of buildings in various stages of completion.
- Apply civil engineering and architectural principles, methods, and techniques to theoretical and practical problems with versatility, judgment, and perception.
- Adapt principles, methods, and techniques of related professional disciplines.



City of Phoenix

Additional Requirements:

- Some positions require registration as an Architect or Professional Engineer with proficiency in a relevant discipline at time of application. Registration in Arizona must be obtained by end of probationary period.
- This position requires the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage.
- Some positions require performance of other essential and marginal functions.

ACCEPTABLE EXPERIENCE AND TRAINING:

Five years of progressively responsible experience in public administration and research, or construction management, and a bachelor's degree in public or business administration, government management, architecture, engineering, or a related field. Other combinations of experience and education that meet the minimum requirements may be substituted.