



City of Phoenix PROJECT MANAGER

JOB CODE 08640

Effective Date: 7/01

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to manage, coordinate, and direct development, business assistance, redevelopment, or capital improvement projects. The Project Manager coordinates and directs all activities and personnel involved in the implementation and completion of projects and contracts including but not limited to design, scheduling, construction, business expansion or retention, legal procedures, budget, and construction compliance. Work is performed under the general supervision of an Administrator, Deputy Director, Assistant Director or other supervisor. The increased responsibility and difficulty of assignments differentiate this class from Project Management Assistant.

ESSENTIAL FUNCTIONS:

- Manages, organizes, coordinates, and monitors activities and functions of development projects in cooperation with other departments and outside agencies, contractors, and design professionals;
- Analyzes and prepares written reports on program and project performance using qualitative analyses, arrow diagrams, and other project management techniques;
- Develops program and project budgets, schedules, work plans, labor utilization, and cost estimates/projections;
- Manages, coordinates, and develops public capital improvement programs and private development projects;
- Works cooperatively with other City employees and private organizations to facilitate project implementation and completion;
- Interacts with utility companies and other governmental agencies to obtain necessary permits and clearances and to ensure regulatory compliance;
- Participates in the negotiation of development contracts with private developers, contractors, and design professionals;
- Meets with community representatives and developers to review proposed projects and activities;
- Maintains regular and reliable attendance;
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity;



City of Phoenix

- 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.

Required Knowledge, Skills and Abilities:

Knowledge of:

- Principles and practices of engineering, architecture, or related field.
- Principles and practices of public administration.
- Principles of redevelopment.
- Research methods and report presentation.
- Principles of municipal and private sector budgeting, accounting, and finance methods.
- Principles of customer service and public relations.
- Project development, scheduling, monitoring, and control systems.
- Environmental laws and regulations as they pertain to public works construction.

Ability to:

- Produce written documents in the English language with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Use and interpret graphical information such as construction plans, schematic drawings, wiring diagrams, flow charts, layouts, other visual aids, and electronic project management applications.
- Interpret information accurately and make decisions according to existing laws, regulations, and policies.
- Learn and apply acceptable economic development planning and evaluation techniques.
- Prepare and monitor program budgets and expenditures.
- Explain information in a clear and understandable manner to non-technical persons.
- Operate a keyboard device such as a CRT or PC.
- Communicate orally in the English language with other employees, agencies, contractors, and the public by phone and in a group setting.
- Comprehend and make inferences from material written in the English language.
- Review the work products of others for conformance with standards.
- Work cooperatively with City employees, outside agencies, contractors, and the public.

Additional Requirements:



City of Phoenix

- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's 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 will require the performance of other essential and marginal functions depending upon work location, assignment, or shift.
- Appointments to positions within the Police Department are subject to appropriate polygraph and background standards.

ACCEPTABLE EXPERIENCE AND TRAINING:

Four years of responsible experience in urban development, redevelopment, business assistance, capital improvement, design and/or construction projects at a level which required supervision or participation in the planning and programming processes, and a bachelor's degree in public or business administration, urban planning, architecture, engineering, construction management, economics, or a related field. Other combinations of experience and education that meet the minimum requirements may be substituted.