

## **SPECIAL PROJECTS MANAGER**

### **JOB DESCRIPTION**

**Classification Responsibilities:** A Special Projects Manager performs highly responsible administrative work, conducting or providing project oversight for a variety of complex and sensitive assessments of City operations and management research projects at the direction of the City Manager. The Special Projects Manager prepares reports and correspondence to express objectives, findings, recommendations, and goals to the City Manager, Audit and Finance Committee, City Council, etc. as directed. Work requires the exercise of considerable initiative, independent judgment, and discretion especially where clearly defined guidelines are needed. At times, operational assessments may be coordinated through the use of external consultants and consulting service contracts. An employee in this class is responsible for assuring that City contracts for various management related studies are prepared and administered to conform to all legal and specification requirements for deliverables, performed in a timely manner, written in a manner that protects the City against risk, are economically beneficial, and are consistent with industry standards. Duties involve planning, directing and coordinating consulting contract activities including: writing specifications for contracts; analyzing bids, negotiating contracts; establishing priorities and schedules; the resolution of technical, procedural and operational problems; evaluating contractor performance; and specifying appropriate actions to be taken to correct deficiencies. The Special Projects Manager performs related duties as required.

**Distinguishing Features:** This classification has been designated as a non-classified, non-merit system, at-will position. Employees in this class may be required to attend meetings of the City Council and Council Committees, Arizona League of Cities and Towns, Maricopa Association of Governments (MAG), as well as others, which may require working early morning or evening hours. General direction is received from the City Manager who evaluates work through conferences, meetings, written reports and results achieved. This class is FLSA exempt-administrative.

### **QUALIFICATIONS**

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** Graduation from an accredited college or university with a Master's Degree in Public Administration, Business Administration, or a related field and good (1 - 3 years) professional-level administrative experience (internship experience will be considered) such as: researching and analyzing data, making recommendations to management, report preparation, including research and analysis, conducting operational assessments, planning, directing and coordinating consulting contracts, **OR** graduation from an accredited college or university with a Bachelor's Degree in Public Administration, Business Administration, or a related field and considerable (3 - 5 years) professional-level administrative experience.

**Special Requirements.** None.

**Preferred/Desirable Qualifications.** None.

## ESSENTIAL FUNCTIONS

One position may not include all of the essential functions, knowledge and abilities listed, nor do the listed examples include all the knowledge and abilities which may be found in positions of this classification.

**Communication:** Communicates with management consultants, other City employees, Department Directors, City Council, the Mayor, and other public officials, in order to provide assistance to the Mayor, City Council, and City Management; responds to inquiries; discusses City programs; presents reports, conduct research, and provide information and recommendations. Writes management consultant contract requirements in conformance with City policies and state and federal laws, ordinances, rules and regulations. Participates in the preparation of written financial and administrative reports related to area of assignment. Prepares various written reports and documents in order to report project status and project costs. Prepares Council reports, resolutions, and schedules.

**Manual/Physical:** Attends meetings of the City Council, Council Committees, MAG subcommittees, and the Arizona League of Cities and Towns. Prepares and updates schedules, graphs, and project status charts to display and summarize information for management review and presentation. Reviews work product to ensure compliance with standard operating procedures, Arizona Revised Statutes, insurance policies, City policies, etc. Inspects, monitors, and evaluates information to determine compliance with standards, regulations, and guidelines. Operates a variety of standard office equipment such as a personal computer (PC), copier, calculator, etc.

**Mental:** Coordinates work activities with other City departments, other cities, or other agencies as required to complete assigned projects. Conducts research and analyzes data regarding project costs. Performs mathematical calculations and financial analyses. Prioritizes own work including research, committee work, and reports. Resolves procedural, operational, and other work-related organizational problems through identifying, coordinating, and implementing appropriate methods of communication, research and analysis, evaluation, and meetings. Coordinates work activities, program functions, and other tasks with other City departments, cities, federal and state agencies, MAG, and Arizona League of Cities and Towns. Working with management consultants and City staff, conducts research and analyzes information and data, financial budgetary, statistical, demographic and historical data to develop recommendations for programs and policies, organizational or financial structures, productivity, equipment and staffing requirements. Comprehends and makes inferences from written material such as policy statements, external and internal communication materials, reports, surveys, and data summaries to make recommendations concerning various issues.

### **Knowledge and Abilities:**

Knowledge of:

the functions, programs, and services provided by a City organization;  
municipal management, administrative and operational functions, policies, procedures, organizational structure, interdepartmental relationships, and budgetary practices;  
the organizational, economic, and political issues as related to City management;

principles and practices of modern management, public administration, municipal finance, and budgeting;  
management research and evaluation techniques, methods, and procedures;  
principles and practices of contract preparation, negotiation, conflict resolution and public administration; and  
laws, ordinances, and other requirements governing contractual agreements related to management consultant contracts.

Ability to:

make decisions, exercise resourcefulness, and prioritize tasks to meet a variety of demands;  
interpret federal, state, and City ordinances, rules, and regulations and make rational decisions in accordance with established policy;  
gather pertinent facts, make thorough analyses, and arrive at sound conclusions;  
quickly analyze what information is required, then gather it in an expeditious manner;  
analyze, interpret, and report research findings and recommendations;  
present ideas concisely and effectively, both orally and in writing;  
work with groups outside the City, City officials, City management, department directors, and supervisors to develop viable consensus solutions to problems;  
readily adjust to a variety of work assignments and procedural changes;  
represent the Mayor, City Council, and City at various meetings; and  
establish and maintain effective working relationships with political officials, City officials, City management, coworkers, other professionals, and the general public.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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EEO-Prof

JOB FCTN-ADM

INCREMENTS 43-200

PAY GRADE: 53

IND-9410

SWORN-No