SPECIAL PROJECTS MANAGER

JOB DESCRIPTION

Classification Responsibilities: A Special Projects Manager performs highly responsible, complex administrative work in support of citywide strategic initiatives, projects, and teams at the direction of City Management. Duties include conducting or providing oversight for a variety of sensitive and complex assessments of City operations and management research projects; preparing significant reports and correspondence outlining objectives, findings, recommendations, and goals; leading or supporting City initiatives or project teams; and coordinating with management consultants, staff, departments, and external agencies. This classification also includes program oversight responsibilities such as managing the Management Analyst Team, a multi-year career development program for professionals interested in public service. This includes overseeing the program structure, mentoring participants, coordinating rotational placements across departments, and evaluating progress to ensure development of strong candidates for long-term advancement within the city.

Work requires the exercise of considerable initiative, independent judgment, and discretion, especially in areas where clearly defined guidelines are needed. This class may supervise Management Analysts, professional staff, and/or administrative staff; coordinate and administer consultant contracts; and serve as liaison for citizen, Council, or administrative committees. Work involves high-level project management including contract preparation and negotiation, bid analysis, consultant oversight, and compliance with legal, financial, and administrative standards. 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 other groups, which may require working early morning or evening hours. General direction is received from the City Manager, Assistant City Manager, Deputy City Manager, or Assistant to 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. Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Public Administration, Business Administration, or a related field; and extensive (5+ years) professional-level administrative experience such as: research, data analysis, operational assessments, report preparation including research and analysis, and budgetary/financial oversight; **OR** graduation from an accredited college or university with a Master'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. Graduation from an accredited college or university with a Master's Degree in Business Administration or Public Administration. Lead or supervisory experience.

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, the public, City staff, Department Directors, Mayor, City Council, and other public officials in order to provide support, conduct research, and make 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 Council reports, resolutions, administrative and financial reports related to area of assignment, sensitive and confidential correspondence, and presentations. Provides ongoing communication and support to participants in the Management Analyst program. Serves as liaison for internal and external committees and represents City leadership as needed.

Manual/Physical: Attends meetings of the City Council, Council Committees, MAG subcommittees, Arizona League of Cities and Towns, and other strategic forums. 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 municipalities, or other agencies as required to complete assigned projects. Conducts research, financial analysis, and prepares reports. Prioritizes own work including research, committees, and reports. Resolves operational, procedural, and other organizational problems using evaluation and coordination methods. 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. Oversees and monitors consultant and vendor contracts. 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. Manages the Management Analyst program, including coordination of initial assignments within the Office of Management and Budget, department rotations, mentoring and evaluation, and preparing participants for advancement within the city. 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:

city and municipal operations, programs, and services;
municipal management, administrative and operational functions, policies, procedures, organizational structure, interdepartmental relationships, and budgetary practices;
principles and practices of budget development, public administration, municipal finance, and performance measurement;
research, evaluation, and statistical analysis techniques;
principles and practices of contract preparation, negotiation, conflict resolution, and public administration;
Federal, state, and city laws, ordinances, and other policies governing contracts and administrative procedures; and
workplace development and rotational training program best practices.

Ability to:

make sound decisions, exercise discretion, and prioritize tasks to meet deadlines;
interpret federal, state, and City ordinances, rules, and regulations and make rational recommendations aligned with established policy;
analyze and synthesize complex data;
present clear findings in writing and presentation;
collaborate with internal and external stakeholders, including political officials, consultants, and community members;
provide mentorship, structure, and oversight to participants in the Management Analyst program;
analyze, interpret, and report research findings and recommendations;
present ideas concisely and effectively, both orally and in writing;
readily adjust to changing priorities and procedural changes;
represent the Mayor, City Council, and City leadership at various meetings and public forums; 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.

Revised 10/25
TR/js/ah

CS5615.doc	PAY GRADE: 60
EEO-Prof	IND-9410
JOB FCTN-ADM	SWORN-No
Non-DOT Safety and Security-N	Non-DOT Random-N
CDL-N	DOT-N
RESP-N	INCREMENTS 058-200