

POLICE PROJECTS PORTFOLIO MANAGER

JOB DESCRIPTION

Classification Responsibilities: A Police Projects Portfolio Manager is responsible for planning, coordinating, and managing a portfolio of strategic initiatives and projects that support the operational and long-term goals of the Mesa Police Department. This position provides leadership on project execution directly over assigned projects and indirectly over strategic initiatives assigned to command staff. The Police Projects Portfolio Manager is also responsible for performing a variety of advanced, professional-level work in planning, coordinating, and managing one or more large-scale, highly complex/high risk projects, which may impact multiple agencies, citizens, or multiple units, sections, or departments through the project's lifecycle and implementation. Duties include: developing, implementing, and training staff on project management standards, strategic planning, and related activities; managing projects using the Project Management Body of Knowledge (PMBOK); ensuring accuracy, timeliness, and completeness of all project processes and documentation, management reports, and project status reporting according to PMBOK; organizing, planning, and directing all project activities throughout the project's lifecycle and implementation (example: research/analysis, requirements gathering, risk assessments, technical alternatives, development, and implementation planning); acting as primary contact for each project; developing project proposals which include business justification, return-on-investment, risk assessment, and goals/objectives; facilitating meetings with customers, staff, vendors, and contractors in support of project activities; facilitating resolution of project issues; scheduling and tracking resource needs and activities (including City staff, contractors, and outside agencies) to meet project objectives, and ensure overall quality of work; ensuring all work is done in alignment with City and PD's long-term strategies; managing formal solicitations and other procurement processes which includes defining the technical and business requirements, and writing, evaluating, and managing the selection of solutions; and managing project budgets to ensure projects remain on-time and on-budget. This position may supervise paraprofessional and professional staff within the Police Planning and Research unit. This class is responsible for performing related duties as required.

Distinguishing Features: Work is performed independently and with initiative in performing day-to-day responsibilities to meet the continuous demands associated with the completion of simultaneous projects, requests for a variety of resources, and other issues that cannot be resolved which will be escalated to the appropriate executive staff. The Police Projects Portfolio Manager reports to the Police Division Manager for the Office of Strategic Initiatives. Performance is evaluated through portfolio oversight, executive reporting, and the advancement of the Department's strategic priorities. 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 Business Administration, Organizational Development, or related field. Extensive (5+ years) experience in program management or project management of large-scale systems or services.

Special Requirements. Because of the confidential, sensitive nature of information handled, successful completion of a background investigation is required.

Substance Abuse Testing. Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures.

Preferred/Desirable Qualifications. Extensive (5+ years) experience utilizing project management software. Master's Degree preferred with three to five years' experience within a public safety department. Certification as a Project Management Professional (PMP) is highly desirable.

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 the general public, city employees, vendors, management, public officials, and both national and international law enforcement agencies, as well as government and business representatives. Coordinates the implementation of portfolio and project management standards, procedures, and solutions, and provides status reports. Mentors and/or trains others regarding portfolio and project management methodologies and standards and monitors adherence to standards. Utilizes various presentation techniques to make presentations and recommendations and is effective at being persuasive in managing customer expectations. Makes formal presentations to Police Department Leadership, City management, staff, team members, and customers. Prepares written documents (such as recommendations, memos, project plans, business cases, proposals, contracts, reports, business area analysis, procedures, requests for proposal (RFPs), etc.) with clearly organized thoughts using proper sentence structure, punctuation, and grammar. Works courteously with customers and stakeholders in situations that require tact and diplomacy to identify and resolve conflicts or issues. Instructs and trains department staff regarding effective communication methods. Develops a trusting working relationship with customers, team members, management, etc.

Manual/Physical: Attends meetings and seminars. Enters data into a personal computer (PC) in order to assemble, organize, and create documentation. Operates a variety of standard office equipment such as a PC, printer, telephone, calculator, and facsimile machine (fax) in order to acquire, process, and disseminate information. Meets scheduling and attendance requirements.

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. May supervise or oversee the work of other subordinate personnel and/or contractors. Prioritizes and assigns work to personnel and prioritizes own work. Resolves procedural and operational problems by applying problem solving techniques to draft policies and procedures. Develops Citywide departmental, divisional, and special unit policies/procedures. Conducts research and/or analyzes data such as surveys, census figures, and calls for service to develop plans of action and make recommendations. Performs mathematical calculations, statistical computations, financial, and/or cost analyses to determine cost benefits. Comprehends and makes inferences from written material such

as reports, manuals, surveys, and articles to develop and/or revise policies and procedures. Learns job-related material through on-the-job training regarding the use of personal computer programs. Learns job-related material in a classroom setting regarding current agency practices and federal/state regulations.

Knowledge/Skills/Abilities:

Knowledge of:

portfolio management, capacity planning, and demand management tools and techniques;
project management tools, standards, methodologies, and control techniques;
leadership, strategic planning, competitive analysis methodology, and program administration;
general functions of city departments including police department needs and requirements;
effective stakeholder management;
financial models and budgeting; and
word processing/office systems equipment.

Skill in:

portfolio management practices;
project management practices;
managing complex projects and methodologies;
challenging, convincing, and influencing various stakeholders;
team leadership;
planning and organization; and
written and verbal communication, and measurement practices.

Ability to:

organize and prioritize multiple tasks to operate at maximum efficiency;
meet deadlines;
communicate and build relationships outside of the police department;
establish and maintain effective working relationships with police command leadership, coworkers, and representative from other city departments;
learn and apply technical terminology and information as related to law enforcement;
make oral presentations to management and staff; and
comprehend, interpret, analyze, and make inferences and/or conclusions from complex written documents.

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 7/26

MR/ah/js

CS5816.DOCX

EEO-Prof

JOB FCTN-ADM

Non DOT Safety and Security-Y

CDL-N

RESP-N

PAY GRADE 58

IND-9410

SWORN-No

Non-DOT Random-N

DOT-N

INCREMENTS 43-200