

813103/11/2010*Revised*

**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**  
**CLASSIFICATION SPECIFICATION**

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**TITLE: PROJECT MANAGER (NON-CLASSIFIED)**

**DEFINITION**

Under general direction, to develop and implement strategies, policies and programs related to business attraction, retention and expansion; to plan, implement, schedule, coordinate and monitor capital improvement projects, redevelopment or housing projects and programs, or special events; to work closely with other Divisions, City Departments, and outside agencies to coordinate timely and seamless service delivery of projects; to provide professional and technical staff assistance; and to do related work as required.

**DISTINGUISHING CHARACTERISTICS**

The incumbent shall be appointed "at-will", exempt from classified service and serve at the pleasure of the City Manager. The non-classified Project Manager is distinguished from the classified Project Manager by the specialized nature, difficulty and complexity of work. Incumbents in this classification independently plan and carry out activities with minimal direction; and exercise managerial responsibility and accountability for the City's highest priority projects in the areas of economic development, capital improvements, housing, community development, redevelopment, marketing and special events; including independently setting project schedules and troubleshooting project issues or negotiating development or contractual transactions. The Project Manager is responsible for establishing goals, analyzing problems and recommending policy.

**REPORTS TO:** Deputy Public Works Director/City Engineer, Economic Development Manager, Redevelopment Program Manager, Housing and Community Development Manager or designee for City Manager.

**SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Deputy Public Works Director/City Engineer, Economic Development Manager, Redevelopment Program Manager, Housing and Community Development Manager or designee. Exercises supervision over professional, paraprofessional, technical, and administrative support staff, as assigned.

**EXAMPLES OF DUTIES**

Typical duties may include, but are not limited to, the following:

- Establish goals, objectives, priorities, schedules and budgets for individual programs, projects and events.
- Establish community development, economic development, and/or redevelopment strategies, polices and procedures.
- Establish and manage performance measurement systems related to capital improvement projects, Marketing, Special Events, Housing, Community Development, Economic Development, and/or Redevelopment goals and objectives.
- Serve as a liaison to local organizations, businesses, developers, real estate brokers, public agencies, property owners, and the general public to educate, encourage collaboration and promote City programs, projects and activities.
- Make public presentations at City events and other venues to legislative bodies, business organizations, community groups, development associations and other constituents. -
- Conduct, evaluate and/or coordinate complex studies, and prepare comprehensive reports and recommendations.

- Establish and maintain electronic database and contact management programs or capital improvement project tracking system(s).
- Coordinate with other departments, utility companies, non-profit organizations and affected parties, and agencies to facilitate timely completion of projects or the review and processing of specific private development projects.
- Facilitate interdepartmental coordination related to the timely completion of projects, programs and activities.

Additionally, when assigned to certain divisions of the Development Department (varies depending on area of assignment):

- Direct, coordinate, monitor and evaluate the planning and execution of Economic Development, Housing and Community Development or Redevelopment goals and objectives; develop policy related to incentive programs and real estate project development.
- Identify and market sites suitable for Economic Development, Housing or Redevelopment.
- Identify and attract targeted businesses and investments as identified in the City's strategic vision and/or economic development strategy.
- Prepare and administer professional service and real estate development contracts.
- Develop and issue Requests for Qualifications (RFQ) and Requests for Proposals (RFP) and evaluate qualifications and proposals received in accordance with City policy and coordinate with appropriate City departments, and develop recommendations for the award of contracts.
- Plan, develop and manage real estate development, financial analysis, direct business assistance and incentive program development/implementation.
- Oversee diverse forms of business assistance, including site selection, public and private financing, work force development, international trade, permit fast-tracking and general entrepreneurial problem solving with a government environment.
- Network and build coalition with local, regional, state and federal business and economic development organizations.
- Develop and implement Marketing strategies, write press releases, manage advertising contracts, and develop and maintain effective media relationships.
- Manage the City's Special Event permitting process; plan, organize and implement City special events; manage City sponsorship programs.
- Manage housing programs and projects in accordance with Federal, State and local requirements; analyze housing financing proposals and develop recommendations; ensure that required Housing Plans are current and updated at required intervals; monitor loan and grant recipients to ensure compliance with terms; make recommendations concerning the servicing and collection of housing loans.
- Enter into negotiations with developers, vendors, business owners and tenants.
- Provide support and/or assistance to private sector companies to facilitate work with the business or industry cluster and provide services/resources in areas that include, but are not limited to marketing, promotion, organization, events, incentives, grant solicitation and coordination/facilitation of workforce recruitment, training, or business counseling services when appropriate.

Additionally, when assigned to the Public Works Department or the Capital Project Division of the Development Department:

- Plan and coordinate all aspects of definition, design and implementation of capital improvement projects; establish schedule, monitor performance in coordination with project engineer.
- Develop and monitor all capital project schedules and budget compliance and take or recommend corrective action as needed.
- Prepare grant applications, permit applications, requests for proposals, consultant agreements, public notices and other project documents.

## **QUALIFICATIONS**

**Knowledge of:** (Varies, depending on area of assignment)

- Principles and practices of local government organization, administration, budget and personnel management.
- Pertinent federal, state and local laws and regulations.
- Oral and written communication skills.
- Principles of supervision.
- Operation of personal computer and software applications, including project management applications
- Business attraction, retention and expansion strategies.
- Principles and practices of government land use planning and real estate development.
- Grant writing, legislative analysis and performance monitoring and reporting.
- Marketing principles and practices and media industry standards.
- Practices and procedures for all types of affordable housing including new development, single family and multiple family rehabilitation, and homeownership assistance.
- Practices and procedures relative to the effective use and administration of HUD-funded grant programs
- Current best practices relative to homeless programs and services
- Working knowledge of Asset-Based Community Development within the context of the City's Neighborhoods Program.
- Construction and project management techniques and project management systems.
- Engineering and/or architectural principles, practices and methods.

**Ability to:** (Varies, depending on area of assignment)

- Initiate, plan, schedule, develop, manage, monitor and promote a sound and timely Redevelopment, Economic Development, Special Events, Marketing, Housing and Community Development or capital improvement program.
- Facilitate development projects through team building and pro-active problem solving.
- Present ideas and concepts effectively and persuasively in speaking before large and small groups; and to communicate effectively in written reports and correspondence.
- Establish and maintain effective working relationships.

- Build public and private support for collaborative business attraction, retention and expansion initiatives or timely completion of capital improvement projects.
- Interpret, apply and explain laws, codes, policies and procedures.
- Analyze situations accurately and adopt effective courses of actions.
- Use relevant computer equipment and applications software to carry out work tasks and responsibilities.
- Supervise, train and evaluate professional, technical, and administrative support staff.
- Analyze development projects, including basic proforma preparation and review and real estate financial analysis and deal structuring.
- Prepare and monitor administrative contracts.
- Direct the timely production of capital improvement projects.
- Complete projects within required scheduling.
- Troubleshoot obstacles, make prompt decisions and develop new and relative ideas for producing a quality and timely project with little or no supervision.
- Prepare, monitor and distribute project schedules.
- Work with relevant utilities and agencies for timely completion of capital projects.

#### **Education and Experience:**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Bachelor's Degree from an accredited four year college or university with major work in public or business administration, urban planning or a closely related field. A Master's Degree or graduate level course work is desirable.

Experience: Four years of professional experience in economic development, redevelopment, housing, marketing, urban planning, real estate development, or related field. A Master's Degree may be substituted for one year of the required experience.

**MEDICAL CATEGORY:** Group 1

#### **NECESSARY SPECIAL REQUIREMENT**

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

#### **CAREER ADVANCEMENT OPPORTUNITIES**

**FROM:** Project Manager

**TO:** Economic Development Manager, Housing and Community Development Manager, or Redevelopment Program Manager.