

## CITY OF RIO VISTA

### PROGRAM MANAGER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

#### **DEFINITION:**

Under direction, plans, organizes, and administers specialized department programs and projects; directs and coordinates the work of assigned professional and support staff; performs related work as assigned. Works very closely with the Director of Public Works and represents the Director in meetings and in the Director's absence.

#### **DISTINGUISHING CHARACTERISTICS:**

The **Program Manager** is senior level supervisory classification responsible for day-to-day administration of specialized programs, projects, and activities. The incumbent plans, organizes, and administers one or more specialized department programs, projects and activities. In addition, prepares policy development and program planning and implementation with department and citywide implications, prepares council and technical reports, prepares Public Works bidding documents and contracts, and grant administration.

#### **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Assists in the development and implementation of goals, objectives, policies, and procedures.
- Plans, organizes, supervises, and coordinates the implementation of programs and projects.
- Supervises staff, planning, assigning, reviewing, and evaluating work; participates in the selection of staff and provides for their training and professional development.
- Prepares a variety of periodic progress and special reports related to programs and activities.
- Assists in preparing recommendations for annual grant and program budgets; provides input for and prepares various grant applications and annual performance reports of activities.
- Prepares grant applications and administers grants.

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- Provides staff leadership and technical assistance to citizen advisory committees, task forces, commissions or boards; confers with and provides professional assistance to City departments in areas of responsibility.
- Prepares bid documents, RFPs and solicitations for Public Works projects and consultants.
- Confers and negotiates with developers and property owners relative to the acquisition and disposition of property and improvements; may draft project contract language and performance specifications.
- Represents the City in meetings with representatives of governmental agencies, professional, business and community organizations, and the public.
- Monitors legislation and developments related to areas of responsibility; evaluates their impact on City operations and programs and recommends and implements policy and procedural improvements.
- Performs other duties as directed/assigned.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification)*

### **Education/Experience:**

**Program Manager:** Possession of a Bachelor's degree from an accredited four-year college or university with major course work in business or public administration, finance, economics, planning, project management or the field of the program to which assigned, or a closely related field and two (2) years of lead or supervisory experience involving program or project management.

### **Other Requirements:**

- Must possess a valid California Class C driver's license.
- Must be willing to attend meetings outside of normal working hours.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KSA's necessary to perform essential duties of the position)*

- Programs, principles, and resources related to the program to which assigned;
- Developing program monitoring and evaluation techniques;
- Administrative principles and practices, including budgeting, goals and objectives development, work planning and employee supervision;
- Principles of grant application and proposal preparation and grant monitoring and reporting techniques;
- Business computer use applications;
- Basic supervisory principles and practices.

**Skills To:**

- Planning, organizing, assigning, reviewing, evaluating, and directing the work of assigned staff;
- Organizing work, setting priorities, establishing goals and objectives, and exercising sound, independent judgement within established guidelines;
- Establishing and maintaining cooperative working relationships with those contacted in the course of the work;
- Preparing clear and concise reports, correspondence, and other written materials;
- Negotiating favorable contract terms for the City in assigned area of responsibility;
- Analyzing complex issues and problems, evaluating alternatives and recommending practical solutions;
- Organizing and preparing effective grant applications and proposals;
- Representing the City in meetings with public agencies and others outside the City;
- Interpreting and applying complex rules, regulations, laws, and ordinances;
- Exercising sound independent judgment within established guidelines;
- Making persuasive oral presentations of ideas and recommendations;
- Preparing, administering, and monitoring grant and program budgets;
- Providing technical assistance and staff leadership to boards and commissions.

**Working Conditions:**

- Mobility - Constant sitting for long periods of time while operating a keyboard; occasional walking, bending, stooping, kneeling, reaching, pushing and pulling;
- Lifting - Occasional lifting of 25 pounds;
- Vision - Constant use of overall visual capabilities; frequent need for use of color perception, hand/eye coordination, reading and/or close-up work;
- Dexterity - Frequent holding, grasping, typing, repetitive motion and writing;
- Hearing/Talking - Constant hearing and talking of normal speech in person and on the telephone; Occasionally speaking in front of large groups of people;
- Special Requirements - May require occasional weekend or evening work;
- Emotional/Psychological - Constant concentration, decision making and public contact; occasional ability to exercise sound judgment, especially under stressful situations; and working alone;
- Environmental Conditions - Occasional exposure to noise; and
- Working Conditions - Primarily performed in an office environment which is typically moderately quiet but may be loud at times and at some locations.
- May go in the field to monitor projects, inspect sites or meet contractors.