

Class Code: H98
City of Anaheim
Class Specification

I. CLASS TITLE: CAPITAL PROJECTS MANAGER

II. DEPARTMENT/CONTROL CENTER: Public Works/Engineering

III. CLASS DEFINITION:

To direct, manage, supervise and coordinate the programs and activities of the Capital Improvement and Fiscal Services Division within the Public Works/Engineering Department; to coordinate assigned activities with other City departments, divisions, and outside agencies; and to provide highly responsible and complex administrative support to the Director of Public Works/City Engineer.

IV. SUPERVISION RECEIVED AND EXERCISED:

Receives administrative direction from the Director of Public Works/City Engineer.

Exercises direct supervision over professional, technical and clerical staff.

V. EXAMPLES OF IMPORTANT RESPONSIBILITIES AND DUTIES

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

Assume management responsibility for all services and activities of the Capital Improvement and Fiscal Services Division including the development and coordination of the department annual budget to ensure departmental goals and objective are accomplished.

Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs including capital programs and project fiscal management; recommend, within Departmental policy, appropriate service and staffing levels; recommend and administer policies and procedures.

Manage and coordinate the City's Capital Improvement Program; develop and monitor project schedules; monitor and maintain departmental fund balances to ensure proper cash flow and availability of funds for capital project requirements; prepare financial status reports; oversee the processing of project billings and maintenance of appropriate files, records and documents for auditors and required agencies.

Manage and administer the department's capital project work plan within budgetary allotments; plan, direct, coordinate and review the work plan for the Capital Improvement and Fiscal Services Division; meet with staff to identify and resolve problems; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

Provide responsible staff assistance to the Director of Public Works/ City Engineer; prepare and present staff reports and other necessary correspondence.

Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to capital projects programs, policies, and procedures as appropriate.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement and review with the Public Works Director/City Engineer; implement improvements.

Manage and participate in the development and administration of the Capital Improvement and Fiscal Services Division program annual budget; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; direct the monitoring of and approve expenditures; direct and implement adjustments as necessary.

Select, train, motivate and evaluate Capital Improvement and Fiscal Services Division personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Serve as liaison between the Capital Improvement and Fiscal Services Division and other City departments, elected officials and outside agencies to coordinate and implement policies, goals and objectives; explain and justify Capital project and engineering programs, policies and activities; negotiate and resolve significant and controversial issues.

Perform certain administrative duties in the absence of the Public Works Director/City Engineer as assigned.

Perform related duties and responsibilities as required.

VI. JOB RELATED QUALIFICATIONS:

Experience: Extensive and responsible professional level experience in the field of accounting and finance including supervision and development of professional accounting and fiscal employees. Experience in the management of a Capital Improvement Program is highly desirable.

Knowledge of: Organization and management practices as applied to the analysis and evaluation of programs, policies and operational needs; modern and complex principles and practices of Capital Improvement program development and administration; procedures and construction methods in public works projects; recent developments and trends in capital project scheduling and tracking of appurtenant resources; advanced principles and practices of fund accounting and municipal budget preparation and administration; principles of supervision, training and performance evaluation; pertinent Federal, State and local laws, codes and regulations.

Ability to: Manage, direct and coordinate the work of management, supervisory, professional and technical personnel; select, supervise, train and evaluate staff; provide administrative and professional leadership and direction to the Capital Improvement and Fiscal Services Division; develop, implement and administer goals, objectives and practices for the Capital Improvement and Fiscal Services Division programs and services; identify, schedule and manage complex capital improvement projects; prepare and administer large and complex budgets; prepare clear and concise administrative and financial reports; analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals; research, analyze and evaluate new program techniques, methods and complex reporting procedures; interpret and apply Federal, State and local policies, procedures, laws and regulations; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work including a variety of City and other government officials, community groups and the general public.

NOTE: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Unit 12
Class Concept - Administrative
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