



Projects Manager

Definition

Under general supervision or general direction of the Disaster Recovery Director, performs complex project management for a variety of Disaster Recovery and Hazard Mitigation projects in all phases of development, including project scoping, environmental review (CEQA/NEPA), advance planning, advertising, bidding, contract management, program development and design, construction or program implementation, and project closeout. Types of projects assigned will vary between planning efforts and implementation. Administers related professional services and contracts; administers Federal and State grant funds associated with assigned projects; provides excellent communication and customer service to internal and external stakeholders; provides professional staff assistance to the Disaster Recovery Director and other departments, and the public in areas of expertise; performs a variety of studies and prepares and presents staff reports; and performs related work as required.

Supervision Received and Exercised

Receives general supervision or general direction from the Disaster Recovery Director. Exercises some direct supervision of internal staff. May provide technical and function direction to other program and project support staff.

Examples of Typical Job Functions

(Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Contributes to and manages assigned Disaster Recovery and Hazard Mitigation projects, including defining the scope of the project; securing adequate funding from Federal and State grant programs and other funding sources; coordinating with permitting agencies; performing historical document research and review; preparing plans, specifications, and cost

- estimates; performing research, map, and field studies and surveys; coordinating program schedules with other projects, departments, and outside agencies; preparing and reviewing cost estimates; inspecting projects to ensure compliance with grant requirements; and performs related planning and design/review work.
- Hires, manages and coordinates professional consultant contracts, including development of requests for qualifications (RFQ), requests for proposal (RFP). Negotiates, recommends for award and oversees execution of professional service contracts.
- Provides project and program administration, public relations, management, and inspection of projects, including coordinating work with other divisions and Town departments, reviewing and inspecting work to ensure conformance with plans and specifications, tracking and maintaining all project accounting, coordinating schedules, providing public notices of projects; and liaising with Town Attorney as needed.
- Administers grant funding appropriated on projects; prepares required local, State and Federal reports for various projects, and other reports, memos and correspondence related to contract compliance.
- Establishes and tracks project objectives, budgets and schedules consistent with departmental plans and policies.
- Represents the department at various public meetings; prepares and conveys presentations to build consensus and secure public support; maintains effective community participation on assigned projects.
- Investigates field problems affecting property owners, contractors, and maintenance operations; responds to citizen inquiries and complaints; provides information to the public at the front counter in person, via telephone, or other means of communication regarding grading, encroachment permits, right-of-way and property line information, utility information, slope stability and improvement plan check, and payment processes.
- Performs other duties as assigned.

A photograph of a modern, light-colored building with large windows. The building has the text "Town of Paradise" and "5555 Skyway" on its facade. There are several windows and a blue handicapped parking sign in the foreground.

Town of Paradise

5555 Skyway

Knowledge of:

- Basic principles and practices of federal and state grant-funded program scoping and design, budgeting, cost estimation, match funding, project management, contract administration, reporting, and compliance.
- Procurement requirements for federal and state grant-funded projects.
- Project management and contract administration principles and techniques.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Modern office practices and technology, including personal computer hardware and software applications related to the work.
- Modern developments, current literature, and sources of information regarding recovery and hazard mitigation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.

Ability to:

- Manage and conduct research projects, analyze complex problems, evaluate alternatives, make sound recommendations, and prepare effective staff reports.
- Prepare, understand, and interpret plans, specifications, and other contract documents.
- Assist in and develop and administer contracts for professional services in a public agency setting.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations, technical written material, and Town policies and procedures.

- Prepare and present clear, concise, and logical written and oral reports, correspondence, policies, procedures, legal descriptions, and other written materials.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the Town in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Bachelor's degree in Public Administration, Business Administration or a related field, and three (3) years of experience in the area of project or program management, development, or implementation within a governmental or private sector position.

License and Certifications:

- Possession of, or ability to obtain, an appropriate, valid driver's license with a satisfactory driving record.

Physical Demands

- Must possess mobility to work in a standard office setting and use standard office equipment, including equipment.
- Inspect Town development sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points, to operate a motor vehicle, and to visit various Town and meeting sites.
- Vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone.
- Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information.
- Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

Benefits

Benefits provided by the Town of Paradise will be pursuant to the Confidential & Mid Management Unit MOU for this position. Outlined below is a summary as at the time of recruitment.

- PERS Miscellaneous retirement plan (2% @60 for classic members, 2% @62 new members)
- Sick leave 8 hrs./mo.
- Vacation Leave 0-4 yrs. – 120 hrs.
5-9 yrs. – 135 hrs.
10-14 yrs. – 176 hrs.
15 & over – 200 hrs.
- Bereavement Leave up to 3 days each leave
- Holidays 12 days/yr.
- Floating Holidays 28 hrs./yr.
- Longevity Pay
- Medical Plan* PERS medical plan**
- Dental Plan* Met Life Dental Plan
- Vision Plan* Superior Vision Plan
- *Employees pay a portion of premium for coverage
- **Deferred Comp in lieu of medical is an option
- Short Term Disability Insurance Plan
- Long Term Disability Insurance Plan
- Life Insurance \$100,000 (for full-time and prorated thereof by standard hours).
- Deferred Comp (457) Avail. for EE Contribution
- No Social Security participation
- Gym Membership Reimbursement Benefit
- Retiree medical in accordance with PERS vesting schedule CG 22893

Important Application Information

- For a complete job description please visit www.townofparadise.com
- To apply for this opportunity, submit a completed [Town of Paradise Application](#) for Employment to the following address by **Wednesday July 28, 2021 @ 5:00 p.m.**
- Town of Paradise – Human Resources Department
Attn: Projects Manager
5555 Skyway
Paradise, CA 95969
- Application packets must include the following:
 - [Employment Application Form](#)
 - Resume and Cover Letter

The Salary for Project Manager is:

\$39.36 to \$50.24 hourly
or
\$81,868 to \$104,499 annually
based on a 40-hour work week

Final Filing Date

5:00 p.m. on Wednesday, July 28, 2021

Postmarks will not be accepted as proof of filing date

Selection Procedure

Following a review of the applications, top candidates who meet the minimum qualifications will be invited to participate in an oral board testing process. The successful candidate will be required to pass and extensive background check and pre-employment physical examination at the Town's expense, and final background review prior to appointment.

The information contained in this announcement is general in nature and does not constitute an expressed or implied contract. Employee benefits may vary with different employee bargaining units and are subject to change by mutual agreement.

The Town of Paradise is an Equal Opportunity/Affirmative Action Employer