



Closing Date: November 10, 2022 @ 5:00 p.m.

Town of Paradise
5555 Skyway

INFRASTRUCTURE PROGRAM MANAGER

Definition

Under general direction, administers, manages, organizes, and monitors infrastructure development programs within the Town of Paradise; provides administrative and compliance support during various project development stages to project manager; develops and implements strategic plans and overall objectives for the assigned programs; manages the effective use of program and project resources to meet program goal; provides grants administration support; serves as program liaison support between funding agencies and implementation staff; develops, summarizes, and maintains administrative and fiscal records; coordinates grants programs, special projects, and studies and performs related administrative functions; and performs related duties, as assigned. Specific programs assigned will include a lead role in administration of Community Development Block Grant Disaster Recovery Infrastructure funding working with California Housing & Community Development in addition to supporting funding through California Department of Transportation, Federal Highways Administration, Economic Development Administration, Federal Emergency Management Agency, and United States Department of Agriculture. Under general direction, manages procurement of a variety of materials, supplies, services and equipment for use by the Public Works Department and Engineering Division.

Examples of Typical Job Functions

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.

- Manages and coordinates assigned funding programs, reviews, evaluates, and assesses methods and procedures and administrative support systems to ensure compliance with funding.
- Administers program contracts and agreements; determined needs and requirements for contractual services; ensures legal and contractual provisions are included to protect the Town's interests; ensures contractor compliance with contractual provisions
- Coordinates and performs work in grants development, administration, and reporting, including researching grant funding opportunities, evaluating funding opportunities relative to Town policies and vision, preparing grant proposals, assisting in preparing budgets, and interpreting funding agency regulations and requirements.
- Analyzes, reviews, and ensures compliance of proposals and grant budgets with policies, regulations, funding agency requirements, and accounting protocols and procedures; facilitates documentation requirements.
- Advises and guides staff on the application of grant funding policies, regulations, and procedures.
- Serves as a liaison with employees and grant funding organizations pertaining to grant administration, submissions, and future funding; provides information and assistance to the departments regarding research of funding opportunities; receives and responds to questions relating to assigned area of responsibility.
- Monitors changes in laws, regulations, and technology that may affect Town of divisional operations; implements policy and procedural changes as required.
- Obtains verbal or written price quotations or prepares formal specifications and bid packages (RFP, RFQ, RFI) as required; prepares Council agenda information for the formal bid processes; analyzes bids and proposals, recommends award, and prepares necessary documentation.
- Interviews salespersons, visits manufacturers and suppliers, attends demonstrations, and obtains samples and literature from potential suppliers; explains procurement policies and procedures to potential suppliers; obtains comparative data regarding price, quality, quantity and availability of materials, supplies and equipment.
- Performs related duties as assigned.

The Ideal Candidate

Knowledge of:

- Organizational and management practices as applied to the analysis and evaluation of projects, policies, procedures, and operational needs; principles and practices of public agency administration.
- Principles, practices, and procedures of budgeting, contract administration, grant administration, and competitive bidding procedures in a public agency setting.
- Sources of information related to a broad range of municipal programs, services and administration.
- Applicable Federal, State, and local laws, regulatory codes ordinances, and procedures relevant to assigned area of responsibility.
- Administrative principles and practices, including goal setting, project development, implementation, and evaluation.
- Methods and techniques for the development of presentations, business correspondence, and information distribution.

Ability to:

- Assist in the development of goals, objectives, policies, procedures, and work standards for grant administration.
- Coordinate and oversee departmental administrative, budgeting and fiscal reporting activities related to projects funded by grants.
- Interpret, apply, and explain complex Federal, State, and local laws, codes, regulations, and departmental procedures.
- Analyze, interpret, summarize and present administrative and technical information and data in an effective manner.
- Conduct effective negotiations and effectively represent the Town and the assigned division in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.

- Analyze situations and identify pertinent problems/issues, conduct research to gather relevant information, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.

Education & 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:

- Equivalent to a bachelor's degree in public administration, finance, business administration, or a closely related field.
- Five (5) years of related experience including program development and administration.

The salary for this position is
\$83,096 to \$106,059 annually

Important Application Information

To apply for this opportunity, submit a completed Town of Paradise Application for Employment to the following address:

Town of Paradise - Human Resources Department
ATTN: Infrastructure Program Manager
5555 Skyway
Paradise, CA 95969

Application packets must include the following:

- Town of Paradise Employment Application Form
- Resume and Cover Letter

Final Filing Date

5:00 p.m. on Thursday, October 10, 2022

Postmarks will not be accepted as proof of filing date

Visit www.townofparadise.com/jobs for a complete list of Job descriptions, Job Flyers and the Town of Paradise Employment Application Form.