

## PROJECT MANAGER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **SUMMARY DESCRIPTION**

Under direction of the Economic Development Director, performs a variety of professional project management duties involved in coordinating commercial, residential, industrial, or office development projects through various regulatory processes; and serves as a single point of contact between the development customers and City Departments in order to expedite projects in obtaining permits for construction and operations; assists in marketing efforts to attract developers, tenants and businesses to the City.

### **IDENTIFYING CHARACTERISTICS**

The Project Manager class is expected to independently perform a full scope of assigned duties. Incumbents in this position work independently as project manager for assigned projects including to perform coordination, research, and analysis activities related to commercial, residential, industrial, or office development.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Creates and maintains comprehensive project files for all commercial, residential, office, and industrial projects.
2. Establishes and maintains contact with various parties as required to process projects including City staff and consultants, applicants, and applicants' consultants.
3. Coordinates meetings between departments and developers as required by project type and complexity.
4. Negotiates real estate transactions and represents the Redevelopment Agency in various contract negotiations; prepares and administers documents, such as disposition and development agreements, leases, resolutions, and requests for proposals.
5. Assists developers with a variety of questions and issues.
6. Develops materials and handouts for developers to use in determining City processes for projects and length of time it will take to obtain permits.
7. Develops map handouts and identifies areas of potential uses to developers, business owners, and real estate brokers; assists in obtaining data on specific properties for developers or brokers including to research public records; takes developers to various locations in the City as necessary to assist developers in determining suitable sites.
8. Plans, organizes and coordinates projects to support economic development efforts to attract and retain commercial, residential, industrial, or office development; contacts targeted business operations to discuss locating their business in the City.
9. Provides information and assistance to commercial, residential, industrial, or office developers,

**CITY OF SUISUN CITY**  
**Project Manager (Continued)**

property owners, City staff, and the public regarding laws, regulations, standards, policies, and procedures related to area of assignment and assigned projects.

10. Prepares a variety of records and reports; prepares reports of progress of development and interest in the City for staff and the City Council.
11. Performs related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

Operations, services, and activities of an economic development program.  
Land use, physical design, demographic, environmental, economic, and social concepts as applied to municipal planning.  
Pertinent federal, state, and local laws, codes, and regulations including City Municipal Code, and California laws relating to redevelopment, annexations, zoning, and land use.  
Recent developments, current literature, research methods, and sources of information related to economic development.  
Real estate principles and practices.  
Planning processes.  
Modern principles, practices, and techniques of current and advanced planning is desirable.  
Methods and techniques of effective technical report preparation and presentation.  
Statistical methods and research techniques applicable to area of assignment.  
Modern office procedures, methods, and equipment including computers and supporting software applications.

**Ability to:**

Perform professional level duties in support of the economic development program.  
Apply policies, procedures, and standards, and laws pertaining to the economic development program, the municipal planning process, and redevelopment projects.  
Understand the development process.  
Interpret maps, site and building plans and specifications, graphs, and statistical data.  
Interpret, analyze, apply, implement, and explain pertinent federal, state, and local laws, codes, and regulations including City codes and departmental policies and administrative directives.  
Coordinate activities between City departments/staff in order to expedite development projects.  
Analyze economic studies and other technical documents, and compile statistical and technical information.  
Prepare and analyze technical and administrative reports, statements, documents, and correspondence related to redevelopment and real estate.  
Present technical data in verbal, written, graphic, and map form to City management staff and variety of boards and commissions.  
Effectively present information and respond to questions from groups of managers, council members, committee and commission members, and the general public.  
Listen effectively to, assist, and provide advise and assistance to applicants, applicant's consultants, developers, City populace, and City staff.  
Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.  
Operate modern office equipment and computers including specialized computer applications.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

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

**Education/Training:**

A Bachelor's degree from an accredited college or university with major course work in business administration, public administration, urban or regional planning, or a related field. A Master's degree is desirable.

**Experience:**

Three years of increasingly responsible professional experience related to economic development and/or redevelopment activities.

**License or Certificate:**

Possession of an appropriate driver's license.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office environment with some travel to different sites; occasionally works in outside weather conditions; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.