



ADMINISTRATIVE PROJECT MANAGER – MEASURE B Classification Specification

JOB SUMMARY:

Under general direction, plans, coordinates, implements, and manages activities, projects, and contracts related to Mendocino County's Mental Health Treatment Act; performs a variety of professional and programmatic work in support of assigned projects; performs specialized research and reporting.

DISTINGUISHING CHARACTERISTICS:

Measure B Administrative Project Manager is a single-incumbent classification assigned to the Executive Office. Incumbents work under general direction and are expected to perform the entire range of duties requiring complete knowledge of departmental policies and procedures. Positions in this class lead the administration and implementation of project activities to ensure that the project successfully meets identified objectives. This class works collaboratively with others in project planning and the delivery of project services. Work in this class is distinguished from the Administrative Service Manager series by the assignment of, and responsibility for, projects specifically related to Mendocino County's Measure B.

SUPERVISION EXERCISED:

May exercise direct supervision over professional, technical, supervisory, and/or support staff.

EXAMPLES OF DUTIES AND ESSENTIAL JOB FUNCTIONS:

(Duties may include but are not limited to the following:)

- Advise and consult with the Measure B Committee on progress, goals, and timelines of assigned projects.
- Manage administrative and support services in accordance with policies, procedures, and applicable law; monitor progress in the achievement of established targets in order to meet goals and objectives.
- Prepare complex, routine and non-routine reports as requested utilizing a variety of software; receive, sort, and summarize materials for the preparation of reports; prepare work reports; complete surveys; relay and interpret administrative decisions, policies, and instructions.
- Provide leadership and direction to project teams, ensuring coordination and communication with all project members, staff, vendors, and other County offices; coordinate with outside agencies, utilities, and others for ancillary needs for projects.
- Participate in the development and/or negotiation of agreements and contracts; provide technical assistance and serve as liaison to external provider agencies and other entities.
- Review and check for accuracy the progress reports submitted by contractors.
- Provide regular status reports for all assigned projects.
- Prepare a variety of written correspondence including cost estimates, project budgets, and operational correspondence.
- Keep informed on current legislative trends and federal and state plans that may affect projects; make recommendations in anticipation of potential changes; incorporate new developments as appropriate.
- Perform other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

- General office equipment.
- Computer and related peripheral equipment.
- Calculator.
- Motor vehicle.

MINIMUM QUALIFICATIONS REQUIRED

Education and Experience:

Bachelor's degree, or completion of the equivalent units of course work, from an accredited four-year college or university with major coursework in business or public administration, or a closely related field; and, four (4) years of responsible experience providing administrative support services.

Substitution:

Related experience may be substituted for education at a rate of one (1) year of experience for one (1) year of education.

Licenses and Certifications:

Valid Driver's License.

KNOWLEDGE, SKILLS, AND ABILITIES**Knowledge Of:**

- Administrative and management principles and practices, including personnel administration, budget control, goal-setting, and implementation.
- Project management techniques.
- Governmental financial operations.
- Generally accepted accounting and budgeting principles as applied to governmental accounting.
- Methods and techniques of research, statistical analysis and report presentation.
- Correct English usage, including spelling, grammar, punctuation, and vocabulary.
- Computer software such as word processing, spreadsheets, and project management applications.

Skill In:

- Using tact, discretion, initiative, and independent judgment within established guidelines.
- Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.
- Using a computer to accurately enter and retrieve data and information.
- Preparing clear and concise reports, correspondence and other written materials.
- Developing and implementing objectives and procedures for effective and efficient administrative, budget, and support services.
- Communicating clearly and effectively, both orally and in writing, with a variety of individuals.
- Analyzing problems, projecting consequences of proposed actions, identifying alternative solutions, and implementing recommendations in support of goals and objectives, including the provision of efficient and cost-effective services.
- Interpreting and applying pertinent policies, procedures, laws, codes, and regulations.
- Designing and delivering effective presentations of budgets, plans, policies, and objectives to boards, commissions, public groups, and civic organizations, tailoring the message for the targeted audience.

Mental and Physical Abilities:

- Read, comprehend, and correctly interpret instructions, routine correspondence, memos, complex plans, specifications, and schedules.
- Develop and prepare construction and contract documents; manage several projects concurrently.
- Make mathematical calculations.
- Analyze situations accurately and adopt an effective course of action.
- Write concise specifications.
- Operate modern office equipment including computer equipment and financial software.
- Operate a motor vehicle.
- Understand and carry out oral and written instructions.
- Establish and maintain effective working relationships with others in order to work productively and cooperatively in groups and individually.
- Establish and maintain effective working relationships with others.
- Deal with problems involving several concrete variables in standardized situations.

- While performing the essential functions of this job, the incumbent is regularly required to: walk; sit; use hands to finger, handle, or feel objects; reach with hands and arms; speak and hear; and push, pull, move, or lift above and below the neck objects weighing up to 15 pounds.

Working Conditions:

- Work is primarily performed indoors in a standard office setting with limited amenities, and infrequently outdoors in all weather conditions.
- The incumbent's working conditions are typically moderately quiet, but may be loud at times and at some locations.
- Incumbents who drive on County business to carry out job-related duties must possess a valid California driver's license upon hire for the class of vehicle driven and meet automobile insurability requirements of the County.

ADDITIONAL INFORMATION:

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

CLASS TITLE: ADMINISTRATIVE PROJECT MANAGER – MEASURE B

CLASS CODE: TBD

DEPARTMENT: EXECUTIVE OFFICE

REPORTS TO: CHIEF EXECUTIVE OFFICER

FLSA STATUS: EXEMPT

CIVIL SERVICE: NO

BARGAINING UNIT: UNREPRESENTED

ADOPTED: TBD

History Notes: