

CLASS SPECIFICATION
Capital Improvement Program Planning Supervisor

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general supervision, performs difficult and responsible administrative, financial, and project management work to plan, cost, schedule and allocate resources for the Capital Improvement Program (CIP) of a City bureau; provides technical and project planning support to project managers to develop and implement project plans, costs, schedules and staffing plans; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Capital Improvement Program Planning Supervisors perform difficult and responsible technical and administrative work in support of the planning and execution of a large, complex capital improvement project plan for a City bureau. An incumbent typically manages and directs the work of technical and professional staff and is accountable for attaining program and project results, while being actively engaged in efforts to coordinate program activities with internal and/or external program stakeholders. Works directly with assigned finance staff and key bureau managers in the development of the program. Work requires financial planning and project management experience and competencies, together with knowledge of capital improvement project planning, coordination, monitoring and management software tools. Assignments are generally given in terms of expected objectives to be accomplished and work is evaluated on the basis of results achieved.

Capital Improvement Program Planning Supervisor is distinguished from other project supervisors in that incumbents in the former class spend the majority of their time planning, coordinating and monitoring capital improvement projects' plans, costs and schedules.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Plans, organizes, controls, integrates and evaluates the work of assigned program or project staff; working with the professional and technical staff responsible for implementing the annual CIP, develops, implements and monitors work plans to achieve City or bureau program goals and performance measures; develops and monitors performance against the program budget; manages and directs the development, implementation and evaluation of work programs, plans, processes, systems and procedures to achieve City and bureau program goals, objectives and performance measures consistent with the City's quality and citizen service expectations.

2. Plans, organizes, directs and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; provides compensation and other rewards to recognize performance; recommends disciplinary action, up to and including termination, to address performance deficiencies, subject to management concurrence, in accordance with City Charter, Code, human resources policies and labor contract agreements, subject to director and City management concurrence.
3. Provides leadership and works with program staff to develop and retain a high performance, service-oriented work environment that supports the City's and bureau's mission, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.
4. Leads the strategic analysis, planning, and development of the annual CIP Plan; monitors progress in executing implementation of plan; convenes and facilitates committees and task forces; performs analytical assignments in conjunction with periodic updating and refinement of the plan; prepares periodic reports and presentations on progress; creates and distributes CIP quarterly and year-end reports; coordinates and oversees analytic and administrative support for these efforts.
5. Performs difficult and responsible assignments in developing and managing the bureau's CIP plan and budget; develops financial plan projections and documents; prepares revenue and expenditure analyses, and budget status and monitoring reports; conducts cost analyses and other studies; tracks staffing and projections of staffing needs; develops and presents recommendations; drafts budget request reports and documents; prepares, reviews and submits purchase and contract requests, ensuring compliance with City and bureau standards and procedures.
6. Provides technical and project planning support to project managers to develop project scope, plans, budgets, schedules, project status reports and presentations to effectively manage the project and control costs; develops and implements project control procedures; analyzes and validates contractor schedules and progress;
7. Oversees the development and operation of a computerized project control and reporting systems tools used to collect and analyze budgets, costs, schedules, earned value data, and staff allocations; and to integrate and summarize project status data: works with technology services staff to develop control and reporting systems: coordinates with Finance and Accounting to integrate actual and accrued costs into the project control system: interfaces with project managers and staff to collect progress, change and risk information:
8. Administers the change control and risk management processes.
9. Interfaces with bureau's contracts administration to verify that contract funding aligns with project budgets; delivers copies of approved changes used as basis for contract amendments.
10. Provides project data analysis to support planning and other bureau functions.

OTHER DUTIES

1. Attends and may participate on a variety of task forces and committees; represents bureau in intergovernmental and inter-bureau activities and initiatives.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Principles and practices of public administration, including purchasing, contracting and maintenance of public records.
2. Principles, practices, methods and techniques of financial analysis and forecasting.
3. Principles, practices and methods of municipal budget development and management.
4. Financial/statistical/scheduling analysis tools, techniques and computer software appropriate for sophisticated financial analysis and project scheduling, coordination and management.
5. Basic principles and practices of strategic planning and analysis.
6. Basic principles, processes and techniques of public works engineering project planning and project management.
7. Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.
8. City operations and functions and associated business and financial management issues and challenges.
9. Principles and practices of sound business communication.
10. Principles, practices and techniques of group process facilitation and conflict resolution.
11. Principles and practices of effective management and supervision.
12. City human resources policies and labor contract provisions.

Ability to:

1. Analyze complex administrative, operational, financial, political and organizational problems, evaluate alternatives and reach sound, logical, fact-based conclusions and recommendations.
2. Collect, evaluate and interpret financial or project management data, either in statistical or narrative form.
3. Analyze, interpret, explain and apply relevant laws, regulations, ordinances and policies.

4. Prepare clear, concise and comprehensive reports, correspondence and other documents appropriate to the audience.
5. Present conclusions and recommendations clearly, logically and persuasively to a diverse group of audiences.
6. Ensure the maintenance of all required files, records and documentation.
7. Coordinate multiple, complex projects and meet critical deadlines.
8. Exercise independent judgment and initiative within established guidelines.
9. Establish and maintain effective working relationships with bureau managers and staff, staff of other sections and divisions, representatives of other governmental agencies, and others encountered in the course of work.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in business or public administration, finance, engineering or a closely related field; and at least four years of progressively responsible professional experience in administrative, management, budgetary and similar analyses including experience developing budgets and schedules for engineering projects; or an equivalent combination of training and experience. Experience in a public works bureau or an organization responsible for managing engineering projects is preferred.

Licenses; Certificates; Special Requirements:

Project Management Professional (PMP) certification is preferred.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 04-13-05

Revised: 06-15-06 Changed wording from “public works bureau” to “bureau.”

Revised: 12-22-06 Added text to include working with “key bureau managers”

June 2009 - Change Job Class number from 7134 to 30000454, due to system change.