



## Class Specification

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### Principal Special Projects Manager

#### **Definition**

Under administrative direction of the City Manager or designee, performs a variety of technical, managerial, or administrative tasks depending on the current and near-term needs of the organization while providing the bridge to fulfilling its long-term goals; provides as-needed supplementary capacity to departmental or organization-wide efforts; provides context and specific research to organization-wide initiatives and leads internal analysis efforts where applicable; identifies needs, crafts alternatives and implementation plans, and executes the selected path as either a manager or practitioner; participates in modernizing business practices and testing pilot- and program-scale improvement initiatives; and performs related work as required.

#### **Distinguishing Characteristics**

This single-class specification supports organization-wide efforts through the general administration departments. This class is distinguished from other job classifications due to the volatility of the work assigned and the breadth and depth of skills required and responsibility assumed. Employees at this level are expected to serve as internal consultants at the engagement manager level, capable of sourcing projects, quantifying a value estimate and surveying stakeholders, developing and socializing a plan, including building stakeholder buy-in, executing successfully without disrupting other operational work, stabilizing processes and ensuring sustainability, and all with variable dedicated resources. Employees at this level are expected to perform with the same level of independence and judgement as department heads to maximize return on investment by minimizing overhead cost. This is a Fair Labor Standards Act (FLSA) exempt position.

#### **Supervision received**

Works under the general supervision of either the Administrative Services Director, Assistant City Manager, or designee.

#### **Supervision exercised**

May exercise direct supervision over managerial, technical or clerical support staff, temporary, seasonal, part-time or other staff, as assigned. May exercise indirect supervision over any organizational staff, managerial, technical, clerical, miscellaneous, safety, temporary, seasonal, part-time, or other staff as assigned on a project basis.

### **Essential Duties and Responsibilities (Illustrative Only)**

- Conducts analysis of rare and novel situations, problems, and proposals, and provides recommendations on focusing policy goals and implementing achievable solutions.
- Analyzes departmental budget requests to identify potential efficiencies through “make vs buy strategy”, cooperative and coordinated purchasing agreements and efforts, or other fiscally sustainability measures.
- Plans and implements process improvement initiatives.
- Owns and manages large, multi-year and interdisciplinary projects such as major operating software replacements, inter-agency coordination.
- Reviews and evaluates programs and services to determine how well they meet the legislative intent of the governing body and which operational metrics, key performance indicators, and other measures to collect and incentivize.
- Conducts operational effectiveness reviews to identify baseline levels of service provision, cost of service provision, alternative opportunities, and tradeoffs between alternatives.
- Establishes and maintains positive working relationships with representatives of community organizations, State and local agencies and associations, City management, staff, and the public.

### **Peripheral Duties**

- Reports for work at any time in event of disaster or other emergency situation.
- Interviews individuals to obtain data or draft correspondence to answer inquiries.
- Manage project operations to ensure accuracy and compliance with adopted project budget, policies, and procedures.
- Prepares and reviews purchase orders, agreements, and other contracts to ensure compliance with policy and meeting the best interests of the City.
- Reviews and keeps current on new laws and regulations affecting the organization.
- Assists in the development of notices, flyers: brochures, newsletters, media releases, news articles, and other informational materials about programs and services.
- Attend seminars and workshops related to administrative duties and responsibilities.
- Serves as a liaison to various project committees.

### **Minimum Qualifications**

#### **Education and Experience**

Graduation from a college or university with a bachelor's degree in public administration, political science, business management, or a closely related field. Five (5) years of full-time administrative and managerial experience similar to Senior Administrative Analyst in the City of San Bruno. Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.

## Necessary Knowledge, Skills, and Abilities:

### Working knowledge of:

- Principles and practices of public and business administration in the contemporary landscape
- Practices and theories of supervision and management, including organizational behavioral theory, project and workforce planning, motivation, training, discipline, and succession plans
- Formal research techniques, including use of probability and statistics, hypothesis testing, design of experiment, regression, neural networks, and machine learning
- Informal research techniques, problem solving methods and techniques, sources of information and availability of information and report preparation and presentation
- Principles and practices of government finance and full-service fund accounting, including accrual methods, chart of accounts best practices, revenue recognition, period close processes, auditing and reporting, internal controls and fixing deficiencies, and other advanced topics
- The principles of organized labor and applicable laws, the particular contracts between the City and organized labor, and the practices of negotiations including information collection and provision on behalf of the City, proposal costing, and counter development
- Formal and informal power structures, relationships, cognitive biases, and other non-technical factors which impact workers' and organizations' abilities to operate efficiently and effectively

### Skill in operation of listed tools and equipment:

- Operate modern office equipment including computer equipment and specialized software programs relevant to work performed.

### Ability to:

- Deconstruct complex and ambiguous situations into component elements, conduct holistic analyses of individual, interdependent, and system-wide issues, formulate, plan, and test hypotheses, and maintain a high level of customer service and stakeholder engagement
- Rapidly integrate into new and volatile working situations to provide on-demand support to other departments in roles ranging from individual contributor to management, depending on the needs of the organization
- Establish and maintain effective working relationships with employees, supervisors, other departments, officials and the public
- Analyze fiscal, budgetary or administrative problems and propose specific, implementable solutions then execute independently and perform after-action reports
- Independently assume responsibility for and execution of high priority projects impacting multiple departments or the entire organization, ranging from capital planning projects to new facility openings to financing and debt issuance/retirement strategies to program-level effectiveness evaluations
- Act as an agent for the City as an unrepresented employee, including full disclosure of potential conflicts and remedies where appropriate
- Make sound judgments in a manner consistent with essential job duties.

