

CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: Special Projects Manager

DEPARTMENT: Executive

E-PLAN
SG: E2-8
CS: N
FLSA: N
EEO4/SOCCODE: PR/ 13-1082

JOB SUMMARY:

Supports the Mayor and executive office staff by overseeing and managing all aspects of assigned projects, ensuring completion within established timelines and budget constraints. Plans, develops, and implements projects in collaboration with staff, elected officials, community members, community groups, and external organizations. Serves as the City's primary point of contact for assigned projects, coordinating communication with internal and external stakeholders and customers. Administers and manages contracts in support of project goals.

SUPERVISORY RELATIONSHIPS:

Reports to the Deputy Administrator and serves as a member of the City's Executive team. Works independently under general direction and the guidance of City and Departmental policies and procedures, as well as local, state, and federal regulations, laws, and contractual agreements and industry best practices. Provides technical guidance and day-to-day direction to lower classified staff, volunteers, interns, and work study students.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Works with the Mayor and executive team to manage and serve as the City's representative and primary point of contact for all assigned projects.
2. Collaborates with internal and external stakeholders to scope project requirements and objectives.
3. Develops detailed project plans, including timelines, milestones, and deliverables.
4. Coordinates and tracks progress against project plans, adjusting as needed to ensure successful completion.
5. Monitors project budget and expenditures, ensuring that all costs are within approved limits.
6. Identifies and mitigates risk to the success of the project.
7. Coordinates the process of consultant selection in accordance with applicable procurement guidelines. Develops requests for information (RFI) and requests for proposals (RFP).

8. Manages consultant and partner contracts to achieve project goals. Monitors contracts for compliance and approves payments due; evaluates progress and deliverables. Makes recommendations regarding any changes to scope of project.
9. Prepares regular reports on project status and progress for executive team.
10. Serves as the liaison between the project team and various internal and external stakeholders.
11. Coordinates and facilitates communication and collaboration among project team members.
12. Manages post-project activities, such as closeout documentation and lessons learned.

ADDITIONAL WORK PERFORMED:

1. Maintains professional and technical knowledge by attending courses, workshops, and reviewing professional publications regarding current project management methodologies and trends.
2. Performs other related duties of a similar nature and level.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:

- Working knowledge of the City organization, structure, processes and personnel. Familiarity with governmental and community institutions, organizations, procedures and processes.

Skill in:

- Project management skills including leadership, and decision-making, planning and organizing, interpersonal sensitivity, management control, adaptability/flexibility, stress tolerance, and time management.
- Problem analysis and decision making to accurately analyze situations and recommend an effective course of action.

Ability to:

- Establish and maintain effective working relationships within the Executive department, staff and employees, outside agencies and elected officials, organizations.
- Direct, coordinate and facilitate assigned City projects.
- Effectively plan and present, both orally and in writing, programs, reports and recommendations to the Mayor, Department Head team, staff, and community groups.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation and Teamwork and Cooperation.

- Physical ability to perform the essential functions of the job, including:
 - Frequently operate a computer and other office machinery such as a keyboard, mouse, phone, and fax machine.
 - Frequently communicate accurate information and ideas with others.
 - Occasionally transport objects weighing up to twenty-five (25) lbs.

WORKING ENVIRONMENT:

Work is performed primarily in an office environment with the majority of time spent at a computer workstation. The environment includes a normal range of noise and other distractions with low everyday risks working around standard office equipment. Travel to and attendance at professional meetings during and after standard office hours is expected. This is a sedentary position with minimal physical exertion requirements.

EXPERIENCE AND TRAINING REQUIREMENTS:

- B.A. in public or business administration, project management or related field.
- Five years' demonstrated experience managing complex, public-sector projects for the entire duration within budget and timeline constraints.
- Proven ability to communicate and work effectively with cross-functional teams and manage multiple projects simultaneously.
- Project Management Professional (PMP) certification preferred.
- A combination of experience and training that provides the candidate with the knowledge, skills and abilities to perform the responsibilities of this position will be considered.

NECESSARY SPECIAL REQUIREMENT:

- Valid Washington State driver's license and good driving record. Candidates must submit a three-year driving record abstract prior to hire.
- Employment contingent upon passing a criminal background check.
- Certification of National Incident Management System training is required within 6 months of hire, and at a level commensurate with local government employees who are charged with this responsibility.

PREPARED BY: B. Heinrich

4/23

REVIEWED BY: _____

Seth Fleetwood
Mayor

REVISED BY: M. Barrett

5/23