

CITY OF ONTARIO

CLASS CODE 0226 GROUP 3
DEPARTMENT REVIEW _____ DATE 7/1/98
PERSONNEL APPROVAL [Signature]
EFFECTIVE DATE _____
PERSEDES NA

Title changed to Project Manager
(July 2002)

PROJECT MANAGER/AUDITOR

DEFINITION

Under general direction, coordinates, monitors, and evaluates the planning and execution of all activities within assigned projects. Working independently, performs a variety of professional level duties and responsibilities involved in the conduct of management studies and audits. Conducts complex financial cost and budget analyses of current or planned activities, special projects, and feasibility studies of new programs and projects. Participates in special studies and analyses focusing on the development and improvement of financial systems, controls and compliance techniques, and procedures; develops policies and procedures to ensure adequate internal controls. Makes recommendations regarding improvements in systems, controls, procedures, or other corrective actions as necessary to assist management to maintain a comprehensive framework of internal controls and ensure efficiency and effectiveness of operations. Assists in implementation of audit recommendations and systems design of various city functions and operations as directed. Job duties may include direction or technical supervision of clerical, technical, and professional staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Performs surveys of functions and activities in assigned areas to determine the nature of operations and the adequacy of the system of controls to achieve established objectives. Evaluates effectiveness of programs and determines if appropriate controls and security measures are in place. Determines compliance with financial controls and sound management practices and ascertains the reliability and quality of accounting and other data developed within the established reporting systems. Participates and leads staff in the development and documentation of control procedures, processes, and systems of internal control. Prepares and presents written reports covering deficiencies, expressing opinions on the adequacy and effectiveness of systems, evaluating the efficiency with which activities are carried out, and providing corrective actions to improve operations and reduce costs. Develops and implements internal control procedures in response to disclosed weaknesses. Where deficient or non-existent documentation is disclosed, assists in drafting systems or procedures manuals. Researches public policy, legislation, and benchmarking of business practices which affect City projects and programs. Stays abreast of new trends and innovations in the field of auditing by completion of required hours of continuing professional education annually. Makes presentations to management, other public agencies, community groups, and professionals regarding city processes or citywide activities.

OTHER JOB RELATED DUTIES

Performs other job related duties and responsibilities as required.

(Continued)

JOB RELATED AND ESSENTIAL QUALIFICATIONS

MINIMUM:

Graduation from an accredited four-year college or university with a Bachelor's Degree in business administration, public administration, accounting, or a closely-related field with five (5) years of full-time professional accounting or auditing experience, at least two (2) of which preferably have been in governmental auditing; or an equivalent combination of education, training, and experience.

Knowledge: Knowledge of the principles of organization; methods of analysis including program evaluation, operational auditing, financial auditing; cost-benefit analysis; work measurement and simplification analysis, and organizational development. Knowledge of city operations, staffing, fiscal impact models, budget and financial processes; sound internal controls and general business practices; and management/operational auditing and fraud analysis and prevention. Knowledge of the application of general research and analytical techniques, report writing, data collection, and basic statistical methodology.

Ability to: plan, develop, manage, and promote complex programs and projects of the highest quality; develop, organize, direct, and participate in activities relating to effective methods of program auditing; secure and determine facts through audit investigations; analyze situations accurately and adopt effective courses of action; solve problems by selecting a solution from several possible alternatives or by generating or conceiving new or innovative ideas or solutions; evaluate internal controls and discuss or suggest improvements where necessary; interpret, apply, and explain laws, codes, policies, and procedures; develop data for the preparation of reports and statements; present ideas and concepts effectively and persuasively in speaking before groups and communicate clearly and concisely in written reports and correspondence; gain cooperation of those being audited in completing the program audits and in implementing recommendations; establish, foster and maintain positive working relationships with other employees, officials and the public.

Required Licenses or Certificates:

Valid California Class C driver's license.

DESIRABLE:

Supervisory or lead experience; Master's degree from an accredited university in business administration, public administration, accounting, or a closely-related field; CPA, CIA, or comparable professional certification.

CLASS CODE 2410 GROUP 3
 DEPARTMENT REVIEW SL DATE 10-2-95
 PERSONNEL APPROVAL Kathy Brennan 11/16/95
 EFFECTIVE DATE 11-16-95
 SUPERSEDES 9/14/88

Title changed to Project Manager
(July 2002)

PROJECT MANAGER (COMMUNITY DEVELOPMENT)

DEFINITION

This is professional, project management work in connection with the development review and planning process of private, commercial, industrial and public facilities, and parks and open space. Under direction, directs, coordinates, monitors and evaluates the planning and execution of all construction activities within assigned projects, including financial feasibility studies, community liaison, preliminary negotiations with developers, contract preparation and supervision, and marketing activities, contract and construction administration. Provides management interface activities with the three development departments to assure coordination of non-city owned property. Work is reviewed by conference and analysis of reports.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Assists in preparation of requests for proposal; projects budget and staff requirements and helps to establish objectives, priorities and schedules for programs and activities; establishes and maintains communications with organizations, private business firms, public agencies and the general public to promote and facilitate planning and execution of programs and activities for city projects; coordinates efforts of city departments involved in the planning and implementation of development/rehabilitation projects; reviews site development architectural plans in conjunction with city planning staff and directs preparation of revisions as required; conducts preliminary negotiations and assists in final negotiations with owners and developers of properties slated for rehabilitation; prepares documents for action by the Agency and commission; assists in the administration of service contracts between the city and consultants; conducts special studies and prepares comprehensive reports on all aspects of assigned programs and activities.

OTHER JOB RELATED DUTIES

Performs other job related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

MINIMUM:

Equivalent to graduation from an accredited four-year college or university with a bachelor's degree in architecture, construction management, engineering, or a closely related field; two (2) years of progressively responsible administrative or analytic experience in development or construction. Additional experience offering specific and substantial preparation for the duties of the position may be substituted for the required education on a year-for-year basis. Experience must include the management of construction projects, financing, and the supervision or direction of professional staff.

Required Licenses or Certificates

Valid California Class C driver's license.

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Class Code: 2410

Effective Date: 11-16-95

Knowledge of: principles, practices and procedures of project management; federal and state laws, regulations and procedures concerning development programs; development processing; financing and feasibility analysis; real estate practices; land planning principles and practices; governmental procedures; principles of economic development promotion; principles and practices of public administration including budgeting and contract administration.

Ability to: plan and coordinate project activities; collect, examine and interpret data; prepare comprehensive reports; identify, analyze and recommend appropriate solutions to various problems; communicate effectively both orally and in writing; coordinate multiple projects; establish, foster and maintain positive, harmonious working relationships with other employees, officials and the public.

DESIRABLE:

Master's degree from an accredited college or university in public or business administration, economics, planning or related field.

CLASS CODE _____ 2336 _____ GROUP _____ 3 _____
 DEPARTMENT REVIEW _____ DATE _____
 PERSONNEL APPROVAL _____
 EFFECTIVE DATE _____
 SUPERSEDES _____ N. A. _____

Title changed to Project Manager
 (July 2002)

PROJECT MANAGER I (HOUSING)

DEFINITION

Under direction and depending on area of assignment, is responsible for directing, coordinating, monitoring and evaluating the planning and execution of all activities within assigned program areas, including rehabilitation program administration, financial feasibility studies, community liaison, housing project financing, preliminary negotiations with developers and building owners, contract preparation and supervision, and marketing activities, assisting with program development, creation, and preparation of policies and procedures, and special activities over and above conventional project management duties; marketing and communication efforts for the City. Job duties may include direct or technical supervision of clerical, technical and professional staff. Performs other job-related duties and responsibilities as required. Work is reviewed by conference and analysis of reports.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Administers federal/state/local housing programs and/or redevelopment projects or programs related to area of assignment; conducts preliminary negotiations and assists in final negotiations with owners and developers of properties slated for rehabilitation or redevelopment; assists in the administration of service contracts between the City and consultants; markets and publicizes a variety of incentives to encourage housing construction maintenance, generate or attract new housing capital, advises residents and property owners on the availability of public and privately administered housing assistance programs; ensures that housing development activities comply with city goals, policies and procedures; administers programs for infill-housing, historic restoration, first-time home buyers and multi-family rehabilitation; supervises targeted code enforcement and neighborhood construction activities. Conducts special studies and prepares comprehensive reports on all aspects of assigned programs and activities; conducts economic and demographic research concerning the city housing and market area; conducts feasibility studies, demographic research, and compiles technical data; researches housing and affordability problems and prepares a variety of comprehensive reports; assists in preparation of Requests for Proposal; prepares agendas and other documents for action by the Agency or City; prepares reports and other materials to assist management in keeping elected officials informed about community issues and staff responses. Establishes and maintains communication with and serves as an ongoing informational resource for the public, including the development community, property owners, private business firms, public agencies, community organizations and the general public to promote and facilitate planning and execution of programs and activities

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within project or program area(s); provides demographic information about the community to prospective businesses; provides technical assistance to the City Council, commissions, committees, and higher level members of management, especially as it relates to economic development activities and programs; meets with outside agencies and the public, including local developers, property owners, and citizen groups to explain city policies and procedures, and goals and objectives; resolve difficult economic development-related problems and questions; and coordinate the city's housing assistance efforts including business workshops, seminars and awards programs; serves as liaison between targeted neighborhoods (including residents and businesses) and City/Redevelopment Agency programs and services including code enforcement, public works, engineering and planning; provides clear and accurate information to citizens; organizes and facilitates public meetings and workshops; establishes and maintains networks of citizen and merchant contacts; assists management and elected officials in responding to citizen inquiries; coordinates efforts of City departments involved in the planning and implementation of redevelopment projects/housing programs; makes presentations to general public, department heads and City officials.

OTHER JOB RELATED DUTIES

Performs other job related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

MINIMUM:

Graduation from an accredited four year college or university with a bachelor's degree in urban planning, advertising, marketing, public relations, mass communications, public or business administration, government, economics or directly related field; three (3) years of full-time, professional administrative or analytical experience in redevelopment, economic development, community development, or urban planning, which included project management or program development; (additional professional experience may be substituted for the required education on a year for year basis up to 4 years); additional education in economics, business or public administration, or finance beyond a bachelor's degree may substitute for up to one year of the required experience on the basis of 30 semester units being equal to one (1) year of experience).

Knowledge: Knowledge of redevelopment laws and/or Community Development Block Grant and Home requirements; knowledge of the principles, practices and techniques of effective supervision; knowledge of marketing strategies and techniques; knowledge of development financing feasibility analysis, market feasibility analysis, pro forma analysis; housing redevelopment project management, techniques of negotiation, contract negotiation and administration, real estate practices, governmental procedures, supervision, effective interdepartmental

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Project Manager I (Housing)
Class Code: 2336
Effective Date:

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coordination; knowledge of research methods related to economic development; knowledge of issues related to older downtown neighborhoods.

Skills: Excellent oral and written communications skills.

Ability to: plan and coordinate project/program activities including monitoring legislation related to area of assignment for project and/or program compliance; facilitate group consensus building and work in collaboration with other City departments, local organizations, and other jurisdictions; communicate effectively orally and in writing with the business community, contractors, developers, owners, and the general public, including excellent public speaking skills; use a personal computer in the performance of job duties; supervise the work of other employees; establish, foster and maintain positive, harmonious working relationships with other employees, officials and the public.

Special Requirements or Certificates: Valid California Class C driver's license.

DESIRABLE:

Master's degree in related field; ability to speak and write Spanish; experience and success in recruiting developers to older downtown districts; knowledge of and experience in dealing with low and moderate income housing issues and requirements under California redevelopment laws; experience in the supervision or direction of professional staff; knowledge of federal and state relocation and acquisition laws.

CLASS CODE	2311	GROUP	3
DEPARTMENT REVIEW	<i>Eg</i>	DATE	<i>9/8/95</i>
PERSONNEL APPROVAL	<i>Mary Stamen</i>		
EFFECTIVE DATE	<i>9-14-95</i>		
SUPERSEDES	<i>3/7/95</i>		

Title changed to Project Manager
(July 2002)

PROJECT MANAGER I (REDEVELOPMENT)

DEFINITION

Under direction and depending on area of assignment, is responsible for directing, coordinating, monitoring and evaluating the planning and execution of all activities within assigned program areas, including financial feasibility studies, community liaison, preliminary negotiations with developers, contract preparation and supervision, and marketing activities, assisting with program development and creation and preparation of program policy and procedures, and special activities over and above conventional project management duties; development and implementation of economic development strategies and activities related to business retention and attraction; marketing and communication efforts for the Agency; interacting with the business community and implementing a program intended to balance business retention, expansion and recruitment; assisting with program development, and creation and preparation of program policy and procedures. Job duties may include direct or technical supervision of clerical, technical and professional staff. Performs other job-related duties and responsibilities as required. Work is reviewed by conference and analysis of reports.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Administers federal/state housing programs and/or redevelopment projects or programs related to area of assignment; conducts preliminary negotiations and assists in final negotiations with owners and developers of properties slated for rehabilitation or redevelopment;

assists in the administration of service contracts between the Agency and consultants; markets and publicizes a variety of incentives to help broaden the local tax base, generate or attract new capital, increase local business activity, and diversify the local economy; enhances the city's economic base through retention, expansion and attraction of commerce and industry; assists existing and new businesses in site selection and acquisition; advises prospective businesses on the availability of government-administered economic assistance programs;

ensures that economic development activities comply with city goals, policies and procedures; assists City staff with issues and developments affecting the Mountain/northwest area; provides a source of staff support to multi-disciplinary efforts to deal with neighborhood problems.

Develops and recommends goals, objectives, policies, procedures; projects budget and staff requirements and helps to establish priorities and schedules for programs and activities; assists with project area development and/or program development; develops and implements short- and long-range, citywide economic development strategic plans; assists in the development and implementation of a comprehensive marketing program which would include brochures, advertising, videos, exhibits, etc.

Supervises staff and conducts performance evaluations as assigned; initiates programs for staff training and development.

Conducts special studies and prepares comprehensive reports on all aspects of assigned

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programs and activities; conducts economic and demographic research concerning the city business base and market area; conducts feasibility studies, demographic research, and compiles technical data; researches economic development problems and prepares a variety of comprehensive reports; assists in identifying and determining community retail services, and commercial and industrial needs; assists in preparation of Requests for Proposal; prepares agendas and other documents for action by the Agency; prepares reports and other materials to assist management in keeping elected officials informed about community issues and staff responses.

Establishes and maintains communication with and serves as an ongoing informational resource for the public, including the development community, property owners, private business firms, public agencies, community organizations and the general public to promote and facilitate planning and execution of programs and activities within project or program area(s); provides demographic information about the community to prospective businesses; provides technical assistance to the City Council, commissions, committees, and higher level members of management, especially as it relates to economic development activities and programs; meets with outside agencies and the public, including local developers, members of the business community, and citizen groups to explain city policies and procedures, and goals and objectives; resolve difficult economic development-related problems and questions; and coordinate the city's business assistance efforts including business workshops, seminars and awards programs; serves as liaison between targeted neighborhoods (including residents and businesses) and City/Redevelopment Agency programs and services including code enforcement, public works, engineering and planning; provides clear and accurate information to citizens; organizes and facilitates public meetings and workshops; establishes and maintains networks of citizen and merchant contacts; assists management and elected officials in responding to citizen inquiries; coordinates efforts of City departments involved in the planning and implementation of redevelopment projects/housing programs; makes presentations to general public, department heads and City officials.

OTHER JOB RELATED DUTIES

Performs other job related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

MINIMUM:

Graduation from an accredited four year college or university with a bachelor's degree in urban planning, advertising, marketing, public relations, mass communications, public or business administration, government, economics or directly related field; three (3) years of full-time, professional administrative or analytical experience in redevelopment, economic development, community development, or urban planning, which included project management or program development; (additional professional experience may be substituted for the required education on a year for year basis up to 4 years); additional education in economics, business or public administration, or finance beyond a bachelor's degree may substitute for up to one year of the required experience on the basis of 30 semester units being equal to one (1) year of experience; valid California Class C driver's license.

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Class Code: 2311

Effective Date:

Knowledges: Knowledge of redevelopment laws and/or Community Development Block Grant and HOME requirements; knowledge of the principles, practices and techniques of effective supervision; knowledge of local economic development marketing and business attraction strategies and techniques; knowledge of business outreach, marketing and business retention strategies; knowledge of development financing feasibility analysis, market feasibility analysis, pro forma analysis; knowledge of economic development/redevelopment laws and regulations, economic development/redevelopment project management, techniques of negotiation, contract negotiation and administration, real estate practices, governmental procedures, supervision, effective interdepartmental coordination; knowledge of research methods related to economic development; knowledge of issues related to older downtown central business districts.

Skills: Excellent oral and written communications skills.

Ability to: plan and coordinate project/program activities including monitoring legislation related to area of assignment for project and/or program compliance; facilitate group consensus building and work in collaboration with other City departments, local organizations, and other jurisdictions; communicate effectively orally and in writing with the business community, contractors, developers, owners, and the general public, including excellent public speaking skills; use a personal computer in the performance of job duties; supervise the work of other employees; establish, foster and maintain positive, harmonious working relationships with other employees, officials and the public.

DESIRABLE:

Master's degree in related field; ability to speak and write Spanish; experience and success in recruiting businesses to older downtown districts, packaging Small Business Administration (SBA) loans or Industrial Development bonds for Economic Development assignment; knowledge of and experience in dealing with low and moderate income housing issues and requirements under California redevelopment laws; experience in the supervision or direction of professional staff; knowledge of federal and state relocation and acquisition laws.