

JOB DESCRIPTION

City of Patterson



Human Resources

PROGRAM MANAGER (CONFIDENTIAL)

JOB SUMMARY

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

Under direction of the City Manager, the incumbent plans, organizes, and administers one or more specialized City programs, projects and activities, and program planning; may direct and coordinate the work of assigned professional and support staff; performs related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager.

May exercises direct supervision over professional, technical, and clerical staff.

ESSENTIAL DUTIES

Essential and other important responsibilities and duties may include, but are not limited to the following:

Assists in the development and implementation of goals, objectives, policies, and procedures.

Plans, organizes, supervises, and coordinates the implementation of programs and projects.

Supervises staff, planning, assigning, reviewing, and evaluating work of the staff assigned to assist with projects.

Prepares a variety of periodic progress and special reports related to programs and activities.

May serve as a member or secretary to a variety of committees and commissions.

Assists in preparing recommendations for annual grant and program budgets; provides input for and prepares various grant applications and annual performance reports of activities.

Job Desc: Program Manager (Confidential)

Provides staff leadership and technical assistance to citizen advisory committees, task forces, commissions, or boards; confers with and provides professional assistance to City departments in areas of responsibility.

Represents the City in meetings with representatives of governmental agencies, professional, business and community organizations, and the public.

Monitors legislation and developments related to areas of responsibility; evaluates their impact on City operations and programs and recommends and implements policy and procedural improvements

MIMIMUM QUALIFICATIONS

Knowledge of:

Programs, principles, and resources related to the program to which assigned;

Developing program monitoring and evaluation techniques;

Administrative principles and practices, including budgeting, goals and objectives development, work planning and employee supervision;

Principles of grant application and proposal preparation and grant monitoring and reporting techniques;

Business computer use applications; and

Basic supervisory principles and practices.

Ability to:

Plan, organize, assign, review, evaluate, and direct the work of assigned staff;

Organize work, set priorities, establish goals and objectives, and exercise sound, independent judgement within established guidelines;

Establish and maintain cooperative working relationships with those contacted in the course of the work;

Prepare clear and concise reports, correspondence, and other written materials;

Negotiate favorable contract terms for the City in assigned area of responsibility;

Analyze complex issues and problems, evaluate alternatives, and recommend practical solutions;

Organize and prepare effective grant applications and proposals;

Represent the City in meetings with public agencies and others outside the City;

Job Desc: Program Manager (Confidential)

Interpret and apply complex rules, regulations, laws, and ordinances;
Exercise sound independent judgment within established guidelines;
Make persuasive oral presentations of ideas and recommendations;
Prepare, administer, and monitor grant and program budgets; and
Provide technical assistance and staff leadership to boards and commissions.

EXPERIENCE, TRAINING AND CERTIFICATION(S)

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Possession of a Bachelor's degree from an accredited four-year college or university with major course work in business or public administration, or the field of the program to which assigned, or a closely related field

Experience:

Three (3) years of experience involving program or project management in a City or other public agency as a Program Manager, Project Manager, Principal Analyst, Management or Program Analyst in the City's Manager's office, Public Works, Community Development or Engineering Department.

License or Certificates:

Possession of an appropriate, valid California driver's license. This license must be maintained as a condition of employment.

NECESSARY SPECIAL REQUIREMENTS

Must be 18 years of age or older.

Must successfully pass a pre-employment medical examination, including a drug screen, fingerprint, background check, and reference check.

Must be able to provide proof of U.S. citizenship or legal right to work in the United States.

Must be willing to attend meetings outside of normal working hours.

MENTAL AND PHYSICAL REQUIREMENTS

Mobility - Constant sitting for long periods of time while operating a keyboard; occasional walking, bending, stooping, kneeling, reaching, pushing, and pulling;

Lifting - Occasional lifting of 10 pounds or less;

Vision - Constant use of overall visual capabilities; frequent need for use of color perception, hand/eye coordination, reading and/or close-up work;

Dexterity - Frequent holding, grasping, typing, repetitive motion and writing;

Hearing/Talking - Constant hearing and talking of normal speech in person and on the telephone; Occasionally speaking in front of large groups of people;

Emotional/Psychological - Constant concentration, decision making and public contact; occasional ability to exercise sound judgment, especially under stressful situations; and working alone;

Environmental Conditions - Occasional exposure to noise; and

Working Conditions - Primarily performed in an office environment which is typically moderately quiet but may be loud at times.

Approved by Council: December 7, 2021

FLSA Status: Exempt – At Will