

CITY OF GLENDALE

TITLE: **Programs Administrator** **CLASS CODE:** **162**

REPORTS TO: **Various** **GRADE:** **31**

DEPARTMENT: **Various** **FLSA:** **E**

JOB SPECIFICATION DATE: December 2, 2009 cm

JOB SUMMARY

Performs highly complex administrative and professional work involving managing and coordinating projects on behalf of a department director.

ESSENTIAL FUNCTIONS

Depending on assignment, responsibilities may include:

1. Conducts needs assessments, work flow studies and other analyses to determine the availability of resources for developing and administering new programs.
2. Supervises and/or leads professional and support level staff involved in various special projects.
3. Manages special and ongoing programs and projects, which may include their design, development, coordination, and implementation.
4. Researches, analyzes and prepares reports on the City's Capital Improvements program for senior management, department heads and staff; provides updates to senior management, department heads, budget liaisons, consultants and others regarding CIP project costs, agreements and project analysis.
5. Serves as member of the Financial Review Committee to review all CIP requests in the City.
6. Reviews, and analyzes capital improvement project and other expenditure requests and confirms funding availability.
7. Coordinates various public meetings as part of public input components on department and/or capital projects.
8. Coordinates and participates in the collection and organization of information necessary to generate, distribute and successfully assess responses to Request for Proposals (RFP's) for new products and/or services for the city. Work may involve inter-department coordination of efforts.
9. Serves liaison with vendors and manages internal resources to insure successful project completion; provides support and project information and may act as on-site manager to external consultants.
10. Assists with application for and administration of federal stimulus and homeland security funding.
11. Seeks out other revenue generating opportunities for public safety.
12. Lobby local and federal officials on behalf of department initiatives.
13. Develops financial and statistical reports for budget and finance including cash flow information for financial investment.
14. Prepares correspondence, technical statistical reports, public notices, council communications, reports to Mayor and Council and other Federal, State and local agencies.
15. Manages special and continuing projects involving the development of plans, and the coordination of activities among departments, other cities and the public.
16. Prepares and monitors annual department operating budget; develops budget from projections and forecasting; provides technical budget and financial assistance to department staff; may prepare applications for and review and monitor grant funding for projects.

17. Researches, coordinates and participates in the collection and organization of information necessary to develop and/or revise policies and procedures; presents recommendations to the department director.
18. Interprets policies and provides staff direction on policy matters as delegated by the department director.

SECONDARY FUNCTIONS

19. Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

The principles and practices of public administration and local government structure and services
Research and analysis methods, statistics, cost analysis, computer modeling, report presentation;
project process flow
Public sector budgeting and economic forecasting, management principals and techniques, accounts, funds, bonds, and revenue sources
Capital improvement lifecycles and program requirements
Current issues, legislation, regulations, specific to assigned work department
Personal computer technology and the applications for local government
Customer service and problem resolution practices

Ability to:

Perform research, analyze findings, prepare and present recommendations to department heads and staff
Demonstrate sensitivity and awareness to political/policy issues
Work independently on major projects or sensitive problems and coordinate work of others
Analyze user needs and translate those needs into the design of computer functions
Provide supervision to professional staff
Prepare an annual budget, make financial projections and analyze budget requests
Interpret and apply city ordinances, rules, regulations, standards and other guidelines and references affecting area of responsibility
Conduct research, analyze findings and prepare clear and concise reports and recommendations
Communicate effectively, both orally and in writing
Establish and maintain effective working relationships with City employees and the public

WORKING CONDITIONS

Office setting.

MINIMUM REQUIREMENTS

Master's Degree in Public or Business Administration, Political Science, Management, Economics or a related field, and five years of experience in public or business administration, government programs management, or a related field.

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities is qualifying.

SPECIAL REQUIREMENTS

A valid Arizona's driver's license