

City of Stockton

PROGRAM MANAGER I/II
PROGRAM MANAGER II (CONFIDENTIAL)

DEFINITION

Under direction, plans, organizes, and administers specialized City programs and projects; directs and coordinates the work of assigned professional and support staff; performs related work as assigned.

CLASS CHARACTERISTICS

Program Manager I is the first level supervisory classification responsible for day-to-day administration of specialized programs, projects, and activities. The incumbent plans, organizes, and administers one or more specialized City programs, projects and activities.

Program Manager II is the senior level supervisory classification responsible for, in addition to the above, policy development and program planning and implementation with Citywide implications.

These classes are distinguished from the general administrative support classes in that the duties relate specifically to administration of specialized programs.

PRINCIPAL DUTIES (Illustrative Only)

- 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; participates in the selection of staff and provides for their training and professional development.
- 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.
- 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.
- Confers and negotiates with developers and property owners relative to the acquisition and disposition of property and improvements; may draft project contract language and performance specifications.
- Represents the City in meetings with representatives of governmental agencies, professional, business and community organizations, and the public.

Established:	04/04/1988
Resolution:	CC88-0182
Spec Adopted:	10/31/1988
Resolution:	CS88-091
Spec Amended:	04/20/1995
Resolution:	CS95-045
Title Changed:	05/20/1996
Resolution:	CC96-0281
Spec Amended:	08/01/1996
Resolution:	CS96-089
CS Status to Unclassified:	04/25/2006
Resolution:	CC06-0214
Spec Adopted:	04/25/2006
Resolution:	CC06-0214

Unit:	
Program Manager I:	Supervisory (MC)
Program Manager II:	Supervisory (MC)
Program Manager II (Confidential):	Unrepresented/MW
Employment Status:	
Program Manager II (Confidential):	At-Will
FLSA Status:	Exempt
CS Status:	Unclassified
CS Status: Positions in PD and Fire	Classified
Formerly either of CD/RD/ED Program Manager	

- 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.

MINIMUM QUALIFICATIONS

Education/Experience:

Program Manager I: 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, economics, or a closely related field and two (2) years of lead or supervisory experience involving program or project management.

Program Manager II: In addition to the above, two years of work experience at a level equivalent to the City's Program Manager I class.

Other Requirements:

- Must possess a valid California Class C driver's license.
- Must be willing to attend meetings outside of normal working hours.

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.

Skill in:

- Planning, organizing, assigning, reviewing, evaluating, and directing the work of assigned staff;
- Organizing work, setting priorities, establishing goals and objectives, and exercising sound, independent judgment within established guidelines;
- Establishing and maintaining cooperative working relationships with those contacted in the course of the work;
- Preparing clear and concise reports, correspondence, and other written materials;
- Negotiating favorable contract terms for the City in assigned area of responsibility;

- Analyzing complex issues and problems, evaluating alternatives and recommending practical solutions;
- Organizing and preparing effective grant applications and proposals;
- Representing the City in meetings with public agencies and others outside the City;
- Interpreting and applying complex rules, regulations, laws, and ordinances;
- Exercising sound independent judgement within established guidelines;
- Making persuasive oral presentations of ideas and recommendations;
- Preparing, administering, and monitoring grant and program budgets; and
- Providing technical assistance and staff leadership to boards and commissions.

Physical/Mental Abilities:

- 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;
- Special Requirements - May require occasional weekend or evening work;
- 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 and at some locations.

This class specification should not be interpreted as all inclusive. It is intended to identify the

essential functions and requirement of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the American with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

APPROVED:

Original signed by

KEVEN P. STAR
DIRECTOR OF HUMAN RESOURCES

DATE: _____