



Career Service Authority

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Stapleton Redevelopment Programs Manager

GENERAL STATEMENT OF CLASS DUTIES

Manages the Stapleton Redevelopment Office which includes performing project management, managing redevelopment projects, land transfers, and land development, and supervising project staff.

DISTINGUISHING CHARACTERISTICS

The Stapleton Redevelopment Programs Manager manages the Stapleton Redevelopment Office which includes performing project management, managing redevelopment projects, land transfers, and land development, and supervising project staff. This is a single incumbent class. The work performed by this position is unique in the city and when the Stapleton Redevelopment Project is completed, this class will no longer be utilized.

Guidelines, Difficulty and Decision Making Level:

Guidelines are in the form of stated objectives for the section, unit, function or project.

Work assignment is generally unstructured and employee is responsible for assigning and supervising a variety of functions to achieve the objectives of the section, unit or project. Duties performed involve weighing and evaluating factors requiring judgment, analytical ability and problem solving.

Employee is responsible for simultaneous coordination and supervision of several functions, programs or projects in various stages of completion.

Level of Supervision Received and Quality Review:

Under administrative supervision, the employee has personal accountability for carrying out an assigned function, program or project within the scope of established guidelines and objectives and is expected to resolve problems that arise in the normal course of the work. Completed work is generally reviewed for soundness of judgment, conclusion, adequacy and conformance to policy.

Interpersonal Communications and Purpose:

Contacts of a non-prescribed nature involving the negotiation and resolution of non-routine problems encountered and where exceptional degrees of discretion and judgment and specialized knowledge are required in carrying out the programs and policies of an organization.

Level of Supervision Exercised:

Supervises employees who do not supervise.

ESSENTIAL DUTIES

Supervises the daily operations of the Stapleton Redevelopment Office project staff and the work of consultants and related personnel who have been assigned responsibility for various projects and/or portions of a project.

Develops, recommends, and coordinates the implementation of new policies and procedures regarding security, site access, environmental testing and remediation, demolition protocols, property transfer, easements, and land development.

Defines the scope of work and related information necessary for request for qualifications (RFQ) and request for proposals (RFP), sets up selection board; responds to questions concerning the project and/or contract(s); reviews bids, prepares recommendation(s), and negotiates the terms of the contract.

Administers and coordinates contracts or projects by identifying and solving problems, establishing technical guidelines, and monitors projects for conformance to approved plans and applicable guidelines.

Monitors, negotiates, and interacts with contract personnel, elected officials, other city department/agency personnel, citizen/neighborhood groups, and business interests regarding project milestones, completion dates, contract costs, and quality.

Prepares and monitors the budget for various projects and recommends project budget needs for annual appropriations.

Develops or modifies work plans, methods, and procedures and determines work priorities.

Assigns and distributes work, reviews work for accuracy and completeness, and returns assignments with recommendations for proper completion.

Resolves problems encountered during daily operations and determines standards for problem resolution.

Develops the performance enhancement plan, documents performance, provides performance feedback, and formally evaluates the work of employees.

Responds to formal and informal employee grievances and prepares written response.

Documents causes for disciplinary action and initiates letters of reprimand and formal recommendations for disciplinary action.

Provides work instruction and assists employees with difficult and/or unusual assignments.

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Any one position may not include all of the duties listed.
However, the allocation of positions will be determined by
the amount of time spent in performing the essential duties
listed above.
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MINIMUM QUALIFICATIONS

Competencies, Knowledges & Skills:

Oral Communication - Expresses ideas and facts to individuals or groups effectively, makes clear and convincing oral presentations, listens to others, and facilitates an open exchange of ideas.

Problem-Solving - Identifies and analyzes problems, uses sound reasoning to arrive at conclusions, finds alternative solutions to complex problems, and distinguishes between relevant and irrelevant information to make logical judgments.

Written Communication - Expresses facts and ideas in writing in a succinct and organized manner.

Leadership - Inspires, motivates, and guides others toward goals, coaches, mentors, and challenges staff, adapts leadership styles to various situations, and models high standards of honesty, integrity, trust, openness, and respect for individuals by applying these values daily.

Technical Competence - Understands and appropriately applies procedures, requirements, regulations, and policies related to specialized expertise (for example, engineering, physical science, law, or accounting) and maintains credibility with others on technical matters.

Flexibility - Is open to change and new information, adapts behavior and work methods in response to new information, changing conditions, or unexpected obstacles, and effectively deals with pressure and ambiguity.

Interpersonal Skills - Considers and responds appropriately to the needs, feelings, and capabilities of others and adjusts approaches to suit different people and situations.

Team Building – Manages group processes, encourages and facilitates cooperation, pride, trust, and group identity, fosters commitment and team spirit, and works with others to achieve goals.

Human Resources Management - Empowers staff by sharing power and authority, develops lower levels of leadership, pushing authority down and out throughout the organization, shares rewards with staff, and ensures staff is properly selected, used, appraised, developed, and are treated fairly.

Managing Diverse Workforce - Is sensitive to cultural diversity, race, gender, and other individual differences in the workforce and manages workforce diversity.

Planning and Evaluating - Determines objectives and strategies, coordinates with other parts of the organization to accomplish goals, monitors and evaluates the progress and outcomes of operational plans, and anticipates potential threats or opportunities.

Integrity/Honesty – Displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others, chooses an ethical course of action, and is trustworthy.

Knowledge of supervisory theories and methods sufficient to be able to perform a variety of supervisory functions.

Knowledge of budgeting principles and practices sufficient to be able to assume budgetary responsibilities as required.

Knowledge of financial management practices sufficient to be able to prepare, justify, and/or administer the budget for the program area, use cost-benefit thinking to set priorities, monitor expenditures in support of programs and policies, identify cost-effective approaches, and manage procurement and contracting.

Physical Demands:

Sitting: remaining in the normal seated position.

Carrying: transporting an object, usually by hand, arm, or shoulder.

Balancing: maintaining body equilibrium to prevent falling over.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping, or otherwise working with hands.

Fingering: picking, pinching, or otherwise working with fingers.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Eye/hand/foot coordination: performing work through using two or more.

Lifting: raising or lowering an object 10-25 pounds.

Far acuity: ability to see clearly at 20 inches or less.

Near acuity: ability to see clearly at 20 inches or less.

Depth perception: ability to judge distance and space relationships.

Field of vision: ability to see peripherally.

Accommodation: ability to adjust vision to bring objects into focus.

Working Environment:

Subject to varying and unpredictable situations.

Subject to many interruptions.

Subject to long irregular hours.

Pressure due to multiple calls and injuries.

Education Requirement:

Baccalaureate Degree in Public Administration, Business Administration, Political Science, or a related field.

Experience Requirement:

Three years of professional level experience assisting with projects including budgeting, contracts, scheduling, personnel monitoring, and evaluation of projects.

Education/Experience Equivalency:

A combination of appropriate education and experience may be substituted for the minimum education and experience requirements.

Licensure and/or Certification:

Completion of the Career Service Authority supervisory training course prior to the end of probation.

CLASS DETAIL

FLSA CODE: Exempt

ESTABLISHED DATE: 9/16/1995

REVISED DATE: 02/01/2004

REVISED BY: Patricia Anderson

CLASS HISTORY This class specification has been updated and revised. The job responsibilities have been updated to accurately describe the duties performed by the incumbent in this class.