



NEW: 07/01/2019  
Submitted: 05/14/2019

JOB TITLE:	MANAGER SPECIAL PROJECTS
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II/GRADE 10
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	3077
BARGAINING UNIT:	CLAS

**SCOPE OF RESPONSIBILITIES**

Responsible for the planning, organizing, and execution of support functions of the District including support operations to meet customer requirements as well as the support of special projects.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Evaluates the new projects and compiles reports of cost effectiveness as assigned
- Organizes and oversees projects to ensure the efficient use of district resources
- Implements initiatives that improve the effectiveness of operational services
- Supports department heads to develop plans to address performance in relation to delivery of high quality, efficient services
- Identifies key concerns and problems; advises on the potential impact of these to department heads to ensure the development and implementation of appropriate solutions
- Develops a culture of performance, improvement and appraisal as a foundation for excellent organizational performance
- Works with department heads to identify suitable benchmarking opportunities for improved productivity, efficiency and quality
- Prepares reports and recommendations for the Chief Operations Officer as assigned
- Contributes to and supports an operational culture of continuous improvement of quality and efficiency of services
- Responsible for cost-effective and timely implementation of projects as assigned
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Performs other duties as assigned by supervisor

**PHYSICAL DEMANDS**

The work is primarily sedentary. The work at times requires bending, squatting, crawling, climbing, and reaching, with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations. The work requires activities involving driving automotive equipment.

**MINIMUM QUALIFICATIONS**

- Bachelor's Degree
- Five (5) years successful administrative and management experience
- Project Management experience
- Demonstrated leadership ability within diverse groups
- Effective communication skills

DESIRABLE QUALIFICATIONS
Master's Degree or equivalent years' experience
Experience in diverse workplace