



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

JOB TITLE:	MANAGER SPECIAL PROJECTS
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II/GRADE 10
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8520
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