



5502 Project Manager I

Division: Planning & Capital Improvement

Salary: \$136,916 / year

Application Deadline: November 10, 2017

The Recreation and Park Department is accepting applications for 5502 **Project Manager I** positions. These positions are excluded by the Charter from the competitive civil service examination process and shall serve at the discretion of the appointing officer with appointment duration of up to three (3) years. Interviews will be held November 27 - 30 with an anticipated start date of December 26.

Job responsibilities include but are not limited to:

- Preparing and monitoring budgets and funding plans, project schedules and expenditure schedules;
- Overseeing the completion of conceptual design, detail design, contract documentation, and construction;
- Providing comments on presentation and technical documents.
- Controlling project cost and schedule; reviewing change orders; serving as primary contact for all parties involved in the project;
- Managing work of a multi-disciplinary technical staff across organizational boundaries;
- Tracking, recording, and reporting on project progress;
- Making presentations to key stakeholders, the Recreation and Park Commission, Board of Supervisors, or other City agencies, and representing the Recreation and Park Department on task forces and working groups;
- Preparing and coordinating Requests for Proposals, negotiating and monitoring consultant contracts, and developing Memoranda of Understanding;
- Participating in general planning activities, including development of the department's long-range Capital Plan;
- Working extensively with the public, private contractors, special interest groups, governmental funding and regulatory agencies, and City and County departments;
- Meeting with Capital Division management staff to review project schedules and budgets, and

- assess progress or lack thereof on project implementation;
- Make recommendations on how to increase speed, efficiency, or quality of project delivery;
- Lead initiatives based on those recommendations, forming inter- and intra- departmental workgroups to revise business processes, and troubleshoot projects;
- Participate in managerial meetings with the Department of Public Works, and other City agencies as needed;
- Review and manage workload assignment to assistant Project Managers and interns;
- Review and oversee development of project plans and MOUs with DPW; and assist in the development and review of monthly financial projections;
- Managing Environmental Review processes and obtaining permits.

Examples of projects that may be assigned to the Project Managers include but are not limited to: Let's Play SF - Juri Commons, COF Fillmore Mini Park, COF Waller Street Skate Park, Marina East Renovation, Marina Dredging & Degaussing station, McLaren Park - 3, COF Golden Gate Heights, COF Youngblood, Japan Town Garage, Marina Bay Trail, and Jackson Playground.

HOW TO APPLY:

Applications for City and County of San Francisco jobs are only accepted through an online process.

Visit www.jobaps.com/sf to begin the application process.

- For a **detailed and complete job announcement**, select the desired job announcement (PEX-5502-081189)
- Follow instructions on the screen

For more information on the Recreation and Park Department, please visit <http://sfrecpark.org/>