

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Community Services Project Administrator	Job Family: 2
General Classification: Professional	Job Grade: 29

Definition: To coordinate and assist with the development, implementation, and completion of capital improvement projects by representing the interests of the Community Services Department and patrons throughout the process. Coordinate the solicitation and presentation of input and participate in professional-level work from project proposal to construction completion, ensuring planning and execution align with department goals and operational needs. Provide quality control, technical guidance, prioritization, design influence, problem solving, interdepartmental and cross-functional coordination, and other support on behalf of projects that directly benefit the Community Services Department.

Distinguishing Characteristics: Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies within the work unit. This position receives direction from a higher-level professional or managerial position and works collaboratively with various levels of staff in the Community Services and Public Works Departments, executive staff, and community stakeholders. Depending on assignment, may exercise supervision over professional, technical, and clerical staff. May monitor the work of contractors and supervise hourly staff.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Act as the main point of contact for Community Services and assist in the development, implementation, and completion of a variety of Community Services capital improvement and other large/special projects.
2. Collaborate with staff to develop and administer project goals and objectives by drafting and reviewing Requests for Proposals for Community Services-led projects, evaluating timelines, and participating in construction meetings.
3. Assist with the preparation of budget requests for future projects in support of the City's various strategic planning documents; initiate and manage contracts for vendors, consultants, and other services for Community Services-led projects; and prepare regular progress reports for Community Services led projects with status of scope, schedule, and budget.
4. Assist and participate in the design and construction process for Public Works-led projects on behalf of the Community Services Department. Includes reviewing design documents to ensure Community Services interests are met, providing input and suggestions to design

documents, and attending design review meetings; supporting the community engagement activities; and assisting with inspections to ensure conformance with approved plans, specifications, and contract provisions.

5. Engage and solicit community input for Community Services-led projects by coordinating stakeholder meetings, creating and conducting public presentations, developing and administering surveys, and responding to public inquiries.
6. Participate in regular on-site contractor meetings for Community Services-led projects to discuss project schedules and milestones; conduct project status meetings with City staff; and monitor project budget, schedule, and provide status updates to staff and management.
7. Review proposals for dedication of park land related to Community Development Department projects to ensure they are meeting Community Services needs and work closely with the Community Development Department and private developers to coordinate formal comments.
8. Coordinate Community Services-led projects with community groups to understand goals and outcomes and ensure that the appropriate processes are followed and City and group needs and obligations are met.
9. Attend professional group meetings with outside agencies, community stakeholders, and the general public as needed.
10. Perform other related duties as assigned.

Minimum Qualifications:

Knowledge of: Principles, methods and practices of project management, project budgeting, design, and development; principles, methods, materials, and equipment used in construction projects and various types of capital improvement projects; governmental finance, budgeting, accounting, and procurement methods; research and analysis techniques, methods, and procedures; construction documents, practices, methods, costs, and materials; materials, methods, practices, equipment, and tools used in landscape and park design, maintenance, and construction; parks and recreation program and facility operations, business processes, and programs; applicable Federal, State, and local laws, regulations, and codes pertaining to parks and recreation, including various City master plans and strategic planning documents, public input, and engagement strategies, processes, and applications; computer software programs for word processing, spreadsheets, emails, and presentations; and principles of grammar and effectively written reports.

Ability to: Demonstrate tact and exercise sound judgment and diplomacy with the public, City staff, developers, and committees; perform independent technical research; analyze and compile technical and statistical information; prepare clear and concise reports and graphic presentations; identify existing or potential problems and proactively collaborate on solutions; participate in consensus building; review the work product of others to ensure conformance to standards; communicate effectively with and coordinate the work of other staff, outside consultants, and other public agency representatives; multi-task and meet deadlines; successfully apply project management techniques to practical situations; communicate tactfully and effectively both orally and in writing; attend and actively participate in public meetings and presentations; administer and assist with the development of a project budget; operate applicable computer hardware and software applications; interpret and apply applicable Federal, State, and local laws, codes, and regulations; and establish and maintain effective work relationships with those contracted in the performance of required duties.

Experience and Training Guidelines: A combination of relevant experience, education, and training that will satisfy the required minimum qualifications, knowledge, and abilities.

Education equivalent to an associate's degree from an accredited college or university with major course work in urban or regional planning, environmental design, landscape architecture, construction design, horticulture, or a related field and two years of related work experience in project management, park/facility development planning, or open space planning, preferably in the public sector. A bachelor's degree in urban or regional planning, environmental design, landscape architecture, or a closely related field is highly desirable.

Required Licenses or Certificates: Possession of, or ability to obtain, a valid California Driver License.

Working Conditions: In addition to the regular work schedule, this position may require availability to work evenings and/or weekends to attend meetings and training.

Established: December 2023

Revised:

HRD/CLASS SPECS

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