CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION

POLICE SPECIAL PROJECTS MANAGER

DEFINITION:
To manage the Police Department Special Projects Unit; to oversee a variety of construction, Capital Improvement Projects and other special projects for the Police Department; to manage and administer a variety of Police services contracts; and to perform related duties.

EXAMPLES OF DUTIES:
- Manages the Police Department Capital Improvement Program;
- Plans, forecasts and identifies costs for Capital Projects, and identifies and seeks funding sources;
- Seeks grant and other funding opportunities and coordinates and participates in the funding application process;
- Manages all special projects unit functions, including work allocation and quality control;
- Acts as liaison from the Police Department to City Management, Department Directors, staff from other City Departments, Council members and Mayor and Council staff regarding special projects unit activities;
- Coordinates projects, either directly or through subordinate staff, with outside contractors and vendors on construction and services contract matters;
- Prepares requests for proposal, bid specifications and other contract documents for various construction and service contracts;
- Negotiates and administers, either directly or through subordinate staff, cafeteria, janitorial, landscape maintenance, City jail and other service contracts;
- Prepares reports to Council regarding City jail statistics, and other special projects status;
- Supervises sworn and non-sworn police, administrative, building maintenance and clerical staff;
- Interviews, selects, evaluates and trains staff;
- Manages and participates in the development of police related special projects, including joint agency projects such as County/City forensic labs, a regional police training academy, relocation of various police and public safety forces, etc.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

College graduation with a Bachelor's degree, AND four years professional experience administering multi-faceted projects that require coordination and communication with various public agencies, vendors, and local municipalities. Qualifying experience must include all of the following: developing and managing budgets including multi-year budget forecasting; directing the activities of a project team including needs assessments, project plans, task priorities, milestones, etc; and at least one year experience in a lead role in contract negotiation, analysis, and administration.

EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.