

July 1, 1999

## 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.