

July 1, 1999

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

PROJECT OFFICER II

DEFINITION:

Under direction, to plan and coordinate all aspects of design, construction, and operation on a variety of major architectural projects; to act as liaison officer to various groups, departments, and agencies concerned with the projects; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Represents the City in meetings with citizen groups, architects, engineers, contractors, City Departments and other governmental agencies concerned with architectural construction and project operation and management;
- Supervises the preparation of or approves all documents, plans and specifications, bidding procedure and contract awards;
- Acts as Project Coordinator and exercises functional supervision of assigned personnel in design inspection and construction;
- Analyzes and makes reports and recommendations concerning the project being coordinated;
- Reviews and prepares reports.

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.

A Bachelor's degree or equivalent education (i.e., minimum completed units of 120 semester/180 quarter units); **AND** four years of commercial, industrial, governmental, or large scale residential construction project management experience which must include all the following: preparing and reviewing contract documents; and planning, coordinating, estimating and scheduling construction projects. One year of professional engineering, architectural or plan review experience may be substituted for up to one year of the required construction project management experience.

- * **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.