City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Capital Improvement Program Manager</th>
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<tbody>
<tr>
<td>Job Code:</td>
<td>CIPM</td>
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<td>Job Family:</td>
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<td>Pay Grade:</td>
<td>NU20</td>
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<td>FLSA Status:</td>
<td>Exempt</td>
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<td>Date Revised:</td>
<td>5/30/2021</td>
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**General Summary:** Supervises development and implementation of the City’s Capital Improvement Plan for Public Works Infrastructure. Prioritize and direct the work of the City CIP and be responsible for quality, schedule and cost control; work closely with the City Engineer to coordinate CIP work. Ensures that project schedules, cost and overall quality performance objectives are met across a diverse range of capital improvement projects. Coordinates, manages, and monitors the progress of CIP projects and programs at all stages of development to ensure timely/efficient/cost effective projects, and performs related work as required.

**Essential Duties and Responsibilities:**

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

- Manages the coordination, execution and completion of short and long term planning activities to create a multi-year CIP work plan; sets and adjusts short and long-term priorities in compliance with outlined objectives, laws and regulations; responsible for performing quality assurance checks on project costs and schedules throughout the life cycle of infrastructure projects.
- Responsible for the development, administration, and monitoring of CIP program budget(s) and fiscal activities; submits budget recommendations; monitors and controls expenditures; projects future funding needs; participates in the identification of appropriate and available funding sources; manages SRF, bond and other outside funding related to CIP project spending; tracks project cost, year-end reconciliation and carry forward; manage document archival process as related to CIP projects to ensure compliance with City policy and State law.
- Perform contract administration activities which include, but are not limited to contract preparation and execution, change order processing, pay request processing, dispute resolution, acceptance and bond release approval.
- Reviews CIP related agenda items for presentation to Council; ensure accuracy and compliance with applicable policy, procedure, law and regulation; oversees project and purchase bidding to apply relevant codes, ordinances, rules, and regulations as related to advertisement, bid opening, and bid award.
- Conducts ongoing process and procedure review and improvement as related to purchasing, contracting, and project documentation; communicates process and regulatory changes to staff, consultants, contractors and stakeholders in a timely manner.
- Effectively communicate project expectations, ensure expectations are understood by those responsible, explain complex problems, define project success criteria, resolve issues to ensure successful completion.
- Communicates, negotiates and manages outside vendors as assigned for related projects. Facilitate a collaborative relationship between outside parties and the internal project team ensuring purposeful, effective and timely communication.
- Presents plan and progress reports to stakeholders in a professional, timely and clear manner. Meet with stakeholders on an ongoing basis.
- Participates in public relations activities of the City; attend various meetings including City Council and other public meetings as assigned to represent Public Works and the City as a whole. Formulate and deliver multimedia presentations.
Qualifications:

Education and/or Experience:

Bachelor’s degree or higher in business administration, public administration or finance related field from an accredited university and three (3) years progressively responsible experience working both independently and collaboratively; or any such combination of education, experience, and training as may be acceptable to the hiring authority.

Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Most work is performed indoors in an office where noise and interruptions often occur. Ideal candidate will have the ability to effectively prioritize and execute tasks in a high-pressure, high-expectation environment working independently and, in a team-oriented, collaborative environment.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms. The employee is frequently required to sit; stoop, kneel, crouch, or crawl and talk or hear. The employee must regularly lift and/or move up to 10 pounds. The employee will be required to communicate effectively orally and in writing. The ability to talk and hear via the telephone and through face-to-face communication is needed. Ability to maintain a professional appearance and demeanor is necessary.

OTHER SKILLS AND ABILITIES

Knowledge of public sector organizational structure and project management; principles and practices of municipal administration; knowledge of both theoretical and practical aspects of project management; ability to effectively prioritize and execute tasks in a high-pressure, high-expectation environment.