City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Public Works Program Development Manager</th>
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<tr>
<td>Job Code:</td>
<td>PWDM</td>
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<tr>
<td>Pay Grade:</td>
<td>Grade 23</td>
</tr>
<tr>
<td>FLSA Status:</td>
<td>Exempt</td>
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<td>Date Revised:</td>
<td>12/10/2021</td>
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**General Summary:** This position is responsible for managing the development and implementation of high-level Public Works programs and projects as assigned. Provides direct project management services and supports Public Works Divisions. Coordinates, manages, and monitors the progress of various projects and programs at all stages of development to ensure timely/efficient/cost effective outcomes, 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 program development and implementation in compliance with outlined project objectives, state and local laws and regulations, and department policy and standards.
- Assists leadership and operational teams in identifying and implementing business and operating improvements. Participates in research and analysis of current business practices; Develops business strategies, policies, and technology solutions to improve productivity or services.
- Leads teams and manages all activities of assigned projects or a series of projects associated with a specific business function. Effectively researches, analyzes, plans and communicates project expectations and, ensures expectations are understood by those responsible. Explains complex problems, defines project success criteria, and outlines and mitigates risks to successful completion.
- Ensures all programs have clear, metrics based, well-defined objectives with value-added outcomes and that implementation remains on schedule and on budget with limited scope creep; Performs project risk analysis and ensures projects lead to applicable performance metrics and effective outcomes. Revises project management plans and budgets as necessary.
- Works with varied stakeholders to define objectives. Develops and builds collaborative and strong relationships internally and externally that will ensure the growth, implementation and success of assigned projects; Meets with stakeholders on a consistent basis and presents progress reports to them in a professional, timely and clear manner.
- Sources, negotiates and manages outside vendors as assigned for related projects. Facilitates a collaborative relationship between outside parties and the internal team ensuring purposeful, effective and timely communication.
- Participates in public relations activities of the City; attends various meetings including City Council and other public meetings as assigned to represent individual departments and the City as a whole. Formulates and delivers multimedia presentations.

**Qualifications:**

**Education and/or Experience:**

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

Must have a mechanical aptitude and ability to understand complex systems within the various Public Works divisions.

Certificates, Licenses, Registrations:

Certification as a Project Management Professional (PMP) or the ability to obtain certification is desired but not required.

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 and 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.

Must be able to work independently with little guidance. A self-starter and solution oriented.