



Code: 0311
Family: Clerical and Office Administration
Service: Administrative
Group: Clerical, Accounting, and General Office
Series: General Administrative

CLASS TITLE: PROJECTS ADMINISTRATOR

CHARACTERISTICS OF THE CLASS

Under direction, the class is managerial in nature and accountable for senior manager level functions; positions allocated to this class are characterized as having a broad scope of management responsibilities, and performs related duties as required

Positions are allocated across all city departments and have a wide range of functions. Examples of core functions characterizing this class, and specific assignments to city departments is provided below with the intent of providing parameters to adequately describe the level and scope of duties and responsibilities performed by these positions. NOTE: Other departments may be added to provide additional examples of positions allocated to this class.

ESSENTIAL DUTIES

Core Functions

- Manage and directs a major and large scale program or project of significant size and scope in terms of budget, operations and/or staffing
- Manages professional staff and directs the functions and operations of an organizational section or unit; establishes and implements policies and procedures relating to section's objectives
- Consults with staff and consultants to determine scope of services, budgets and specifications for projects; established timelines and implements processes to track and monitor the progress of projects and the accomplishment of key objectives
- Functions as a specialized advisor to executive level managers or functions as a technical specialist or expert level professional in a given profession, specific technical area or operational area
- Coordinates and administers citywide initiatives, departmental programs and special projects of a complex and technical nature
- Develops and negotiates contract terms and monitors services provided by private contractors ensuring contract provisions meet program specifications

Department of Aviation (CDA)

- Manages external communications for CDA, planning and overseeing marketing initiatives and gathering data and providing analysis for marketing purposes. Maintains and updates marketing kit; reviews and analyzes data from airlines; and executes outreach events
- Manages CDA's environmental management and sustainability programs to ensure compliance with applicable regulations; spearheads research and development with outside agencies and/or universities for renewal energy opportunities.
- Manages projects relating to CDA's Concession Program including food and beverage, specialty retail, duty free and service categories common to the airline industry. Executes plans for ongoing concessions redevelopment.
- Manages noise mitigation projects for areas surrounding O'Hare and Midway International Airports. Monitors work of consultants providing services for the residential sound insulation program, school sound insulation program

Chicago Public Library (CPL)

- Manages projects relating to creating and implementing learning environments to improve the experience of library patrons; develops surveys to assess the experience of branch visitors; analyzes current layouts of facilities and oversees the renovation of library spaces; and collaborates with management to establish opportunities to promote new learning experiences

Family and Support Services

- Manages large scale capital improvement projects of a technical and complex nature; projects encompass the construction of new facilities and the rehabilitation / renovation of existing facilities designed to provide services to children; develops project plans and timelines for completion of projects

Office of Emergency Management and Communications (OEMC)

- Manages projects to support the maintenance of the City's public safety land mobile radio system for police, fire and emergency management communications; participates in preparing technical specifications for the procurement of radio communications equipment, components and parts needed to maintain and repair radios, portable data terminals and wireless communications equipment
- Works on information systems/electronics/ communications projects, coordinating the installation of new systems and networks

Department of Transportation (CDOT)

- Manages and directs an organizational section, overseeing and directing staff and consultants engaged in capital programming and planning functions aimed at improving the City's transportation system and meet the transportation needs of its residents and workforce
- Represents CDOT at Phase I engineering process for federally funded projects, ensuring preparation of project and related funding documents; monitors legislative issues to assess their impact on CDOT's transportation projects and long term plans
- Manages the Chicago Region Environmental and Transportation Efficiency (CREATE) program, a 2.5 billion plan to improve rail efficiency in the City Chicago; develops and implements an advocacy strategy for federal and state capital funding

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited college or university with a Bachelor's degree in Business or Public Administration or a field of study directly related to the responsibilities of the position, plus five years of project management work experience, or an equivalent combination of education, training and experience

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)

- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, modems, scanners)

PHYSICAL REQUIREMENTS

- Ability to stand and walk for extended periods of time

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Comprehensive knowledge of:

- applicable City departments and departmental services, programs, and resources
- program planning and administration
- project management principles

Advanced knowledge of:

- applicable computer software packages
- budget preparation and planning
- management and supervisory methods, practices, and procedures
- research methods
- writing and formatting styles and methods used in applicable publications

Knowledge of applicable City and department policies, procedures, rules, and regulations

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- *COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions
- *JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense

- DEMONSTRATE ORIGINALITY - Come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem
- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- INNOVATION - Think creatively about alternatives to come up with new ideas for and answers to work-related problems
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources

October, 2012