



CITY OF CHINO

Special Projects Administrator

Definition:

Under administrative direction, performs a variety of complex professional administrative and analytical work in support of Department managerial functions; conducts complex and sensitive studies; prepares detailed reports and recommendations; supervises or coordinates special functions; and performs related work as assigned.

Class Characteristics:

The Special Projects Administrators possess specialized knowledge and the ability to conduct projects or direct programs within the parameters of desired objectives and schedule constraints.

Essential Functions:

- Perform a variety of duties related to special assignments and projects.
- Lead or participate in committee activity, contributing views and interests of the assigned City Department in the execution of responsibilities.
- Represent the City with the community; local, federal and state agencies; and professional organizations.
- Make presentations relating to areas of assignment.
- Plan, coordinate, and complete administrative studies and special projects as required.
- Provide administrative analyses for special projects; conduct in-depth research and prepare detailed reports; assist in the coordination and implementation of approved studies and projects.
- Compile information and draft documents including contractual agreements, requests for proposal, ordinances, manuals, statements of policy and procedures.
- Provide professional level staff assistance to the Department Director and Department management personnel.
- Negotiate contracts and solutions on a variety of administrative, fiscal, and special projects; participate in the preparation of program or special project budgets; analyze and prepare recommendations on budget requests; monitor appropriate budget accounts.
- Interact with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.
- Maintain prompt and regular attendance.
- Perform all duties within the context of the City's Mission Statement and Organizational Values.

Qualifications:

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential functions of the position is qualifying. Incumbents will possess the most desirable combination of training, skills, and experience, as demonstrated in their past and current employment history. A typical example includes:

Education:

- High School Diploma or G.E.D. (required).
- Bachelor's degree in public administration, business administration, or a related field.

Experience:

- Four years of increasingly responsible governmental administrative experience.

Knowledge of:

- Principles and practices of public administration and management.
- City government organizational structure and functions, and financial management.
- Research methods and principles and practices of cost and statistical analysis including feasibility analysis.
- Pertinent federal, state and local laws, codes, ordinances and regulations.
- Effective public relations techniques.
- Report writing techniques and principles of editing.
- Pertinent subject matter specific to the assigned special projects.

Ability to:

- Perform complex professional administrative and analytical work requiring sensitivity to issues.
- Analyze unusual situations and resolve them through application of management principles and practices.
- Prepare complex financial reports and budgets.
- Conduct and evaluate surveys and special studies.
- Prepare timely, complete, clear and concise reports.
- Maintain accurate statistical information.
- Identify program improvements and recommend improved service levels.
- Communicate clearly and concisely, both orally and in writing.
- Use a variety of computer software programs to compile and analyze data and present information.
- Maintain effective working relationships with City and government officials, management staff, employees, outside agencies, and the general public.

Special Projects Administrator

Special Requirements:

- Depending upon assignment, possess a California driver license and a satisfactory driving record.
- Receive satisfactory results from a background investigation, physical examination that includes a drug screening, and administrative review.

Physical Profile:

Category I

Link to description [here](#)

Employee Unit:

Depending upon assignment, SBPEA (Professional, Technical and Clerical) or Part-time/Temporary/Seasonal.

Revised: 09/05/2007

Replacing Special Projects Administrator dated 7/1/01.

\\Ch0crfs01\hr\Job Descriptions\Current Versions\City-wide\Special Projects Administrator 09052007.doc