

## **CLASS TITLE: PUBLIC SAFETY PROJECT MANAGER**

**PURPOSE OF THE CLASSIFICATION:** Under direction is responsible for overseeing the activities that support strategic projects ensuring successful and timely completion of technology and equipment projects and performs other related assigned duties.

### **ESSENTIAL TASKS:**

- Oversees the successful delivery of projects through the complete lifecycle from aspiration, design, development, analysis, and testing and implementation, including ensuring the project is delivered on time, meets customer requirements, and is within the agreed budget
- Plans, supervises, reviews, and directs the work of staff, providing guidance and assistance to staff and project personnel; and mentoring on project management methodology
- Monitors multiple projects, developing project scope and monitoring changes, analyzing the impact on the business, the needs, requirements and revising as required
- Establishes proactive, professional and collaborative relationships with project team members and users, maintaining on-going communication with them throughout the lifecycle of the projects to proactively address issues, risks, etc. which may impact schedules or milestones, budget, quality and scope.
- Maintains and provides regular comprehensive status reports and project schedule updates
- Analyzes need for training and training programs and develops programs and materials needed
- Interfaces with customers, project personnel, and key stakeholders to monitor system changes and impacts on business requirements, revising as needed to ensure success
- Leads or attends various meetings to communicate project status information, advise on and/or present technical data and effectively present information to the Mayor, authorities, boards, and commissions, citizens groups and employees
- Must report to work on a regular and timely basis

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

### **QUALIFICATIONS:**

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in business, public administration, criminal justice, computer sciences, organizational leadership or a related field and five (5) years' experience working in a professional environment leading multiple, complex projects with a proven record of innovation, performance management, data analysis, strategic planning, and/or evaluation; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Employee will be eligible for the equivalent of a one (1) step increase upon completion of a Project Management Professional (PMP) certification and one (1) year in the position.

Knowledge, Abilities and Skills: Comprehensive knowledge of systems analysis and design methods and techniques; considerable knowledge of project management methodology and best practices; knowledge in designing documenting and implementing business solutions. Ability to effectively utilize concepts and techniques of project management; ability to manage assess risks and manage needs of multiple stakeholders and projects simultaneously; ability to lead projects of varying complexity with varied deadlines, ensuring projects stay on schedule and within budget; ability to create training programs and to mentor, develop, and guide personnel; ability to effectively and concisely communicate verbally and in writing; ability to make presentations to varied audiences; ability to successfully and responsibly manage project implementation of multiple projects with strict deadlines and continually changing priorities; ability to understand and influence the behavior of stakeholders, customers, and the public in order to successfully achieve objectives and create action and understanding.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 20 pounds; may be subject to walking, standing, sitting, reaching, bending, kneeling and handling; and vision, speech and hearing sufficient to perform the essential tasks.

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Licenses and Certification: Possession of a valid Oklahoma Class "D" Driver's License. Possession of or the ability to obtain basic CLEET instructor certification or equivalent and provide training in classroom and field settings.

**WORKING ENVIRONMENT:** Working environment is primarily indoors in an office setting and may require some travel to various City locations.

**Class Code: 1201**

**EEO Code: E-02**

**Pay Code: EX-44**

**Group: Clerical and Administrative**

**Series: Data Processing and Information Services**

**Effective date: March 16, 2020**