

MANAGER, BUILDING DESIGN & CONSTRUCTION DIVISION

Job Code	Pay Grade
13222	SM4a

Nature of Work

This is highly responsible administrative and supervisory work managing technical and administrative personnel involved in performing complex strategic processes for projects that are the responsibility of the Real Estate Management Department, as well as related departmental functions. Employees in this classification are responsible for business analyses, strategic planning, organizing, preparation, planning, coordinating and reviewing the work of supervisory, skilled, and semi-skilled employees. Depending on area of assignment, an employee within this class will supervise personnel involved with planning, survey, design, review, construction, operations, maintenance, and administrative support and guidance for departmental programs, projects, and systems. General guidance is provided by the department director, allowing employee latitude in determining methods and attaining objectives.

Minimum Qualifications

- Bachelor's degree in business, civil engineering, or related field plus 5 years of project management experience that includes 3 years of progressively responsible experience in business analysis, strategic planning, combined with 2 years responsible supervisory experience; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Coordinates, supervises and administers activities associated with the various projects that are the responsibility of the department such as design and contract review, feasibility studies, site plan review, water projects, status updates, activity scheduling, training and developing consensus between management and the implementation team on project related requirements.
- Assists in plan preparation and design, including estimating staff resources and needs for each project, technical and support personnel, consultants and equipment.
- Coordinates work of implementation teams and affected division or area to develop an efficient change management plan for each new project, including business process assessment, training requirements and communication in all appropriate forms.
- Reviews and prepares work procedures, work schedules; monitors and promotes positive workflow.
- Coordinates preparation of, and assists in administration of budget for operating division; forecasts short and long-term needs to ensure efficient and effective operations.
- Reviews agreement terms, scope and deliverables, ensuring the county and consultants meet contractual obligations, reporting any associated issues to management for review and secures direction for further action.
- Prepares presentations and provides professional and technical assistance, and oversees project processes.
- Issues written and oral instructions; assigns duties and reviews work for accuracy.
- Performs related work as assigned or required.

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Knowledge, Skills, and Abilities

- Knowledge of project management principles and procedures.
- Knowledge of research techniques, methods and procedures.
- Knowledge of public administration practices and methods.
- Knowledge of principles, practices, and policies of sound business management.
- Knowledge of general written standards and procedures utilized.
- Skill in communicating, preparing and making presentations to staff, senior management, and County Commissioners.
- Skill in conducting meetings, and preparing written documents that concisely convey ideas, plans, or status.
- Skill in managing and directing assigned staff involved in projects.
- Skill and ability in using and operating a variety of office and computer equipment and related software.
- Ability to assign, instruct, direct, and review the work of assigned technical, professional, and clerical staff.
- Ability to lead and manage diverse projects from initiation to conclusion.
- Ability to coordinate and supervise application development and related support activities associated with Project Management for the department.
- Ability to schedule, review and evaluate the work of others as to status and development of assigned projects.
- Ability to evaluate new technical developments in view of organizational plans and objectives, and assesses applicability to the requirements of the organization.
- Ability to analyze resource utilization and identify potential areas of improvement achievable through new technology.
- Ability to effectively collect and analyze complex data and prepare and present comprehensive reports.
- Ability to compile, recommend and monitor budgets.
- Ability to deal with vendors in the negotiation, preparation, and management of applicable contracts.
- Ability to read, interpret and follow procedural and policy manuals related to the job tasks.
- Ability to establish and maintain effective working relationships with other employees, officials, agencies and the public.
- Ability to resolve problems dealing with conflicting opinions, priorities, and agendas.

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Created	EEOC Code	Overtime Code
1/10	Officials & Managers	Exempt