CITY OF CEDAR RAPIDS POSITION PROFILE	**JOB CODE #/TITLE:** NB455 Development Services Manager
POSITION #/TITLE: 2437 Development Services Manager	**Adopted:** 08-12 **Revised:** 05-15

POSITION DESCRIPTION

Dept: Development Services Department	**Manager Level:** Manager
Salary Plan/Description: NBU/Non-Bargaining Unit	**Salary Grade:** 17
Reports To Position #/Job Code #/JC Title: 2629/CN002/Development Services Director	**Dotted-line Reports To Position #/Job Code #/JC Title:**
FLSA Status: Exempt	**City Overtime Status (Employee Type):** Exempt (Salaried)
Physical Demand Rating: Light	**Work Environment:** Controlled
Pre-employment Testing: Drug and health screening after contingent offer.	**Position Testing:** None
Personal Protective Equipment: None	

General Statement of Duties

Works under direction of the Development Services Director. Provides project management for development services with appropriate city staff and assists staff in reviewing development projects. Provides process improvement and policy analysis for Development Services.

Distinguishing Features of the Class

Extensive leeway is granted for the exercise of independent judgment and initiative.

Examples of Essential Work (Illustrative Only)

Coordinates planning, management and execution of development services project team, including process development and policy and process improvements;
Responsible for technical support, training, coaching, and staff development of team members;
Develops cross-functional project coordination and resource allocation;
Researches and implements Program Management Methodology best practices and standards;
Manages project quality assurance process and audits key internal and external projects for quality;
Communicates plans, status and issues to higher levels of management;
Conducts timely performance reviews and monitors performance and staffing needs;
Develops and delivers presentations and attends meetings;
Performs all work duties and activities in accordance with City policies, procedures and safety practices;
Attends work regularly at the designated place and time;
Attends mandatory training sessions;
Supports continuous process improvement initiatives;
Performs related work as required.

Required Knowledge and Abilities

Thorough knowledge of City, State and Federal business processes, with the ability to establish and maintain a high level of customer trust and confidence;
Thorough knowledge of the project development process, including requirement gathering, analysis/design, development tools/technologies and deployment management;

Thorough knowledge of project management coordination and facilitation methods (project management tools, project plans, issues management, risk management, communication plans and project team formation or coordination);
Thorough knowledge of municipal organizations and functions and of the relationships within a municipal government and other levels of government;
Thorough knowledge of performance reporting, program management software tools and systems;
Thorough knowledge of the principles and practices of public administration;
Skill in conceptualizing creative solutions, as well as documenting them and presenting/selling them to senior management within the City, State and business community;
Ability to improve the City's ability to deliver projects on-time, on-budget and management of resources during significantly increased demand relating to City recovery and reinvestment;
Ability to prepare accurate and reliable reports on disaster recovery status;
Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Graduation from an accredited college or university with a Bachelor's Degree in Public Administration, Business, or related field; and
Extensive experience as a project or program manager facilitating the development of project management work products; or
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

Project Management Certification upon hire or the ability to obtain within six months of hire.
Valid Drivers License upon appointment.

Essential Physical Abilities

Requires the following with or without reasonable accommodation:
Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;
Sufficient vision, which permits the employee to review a wide variety of written correspondence, reports and related material in both electronic and hard copy form;
Sufficient manual dexterity, which permits the employee to operate a keyboard and produce hand-written materials and notations;
Sufficient personal mobility, which permits the employee to visit various and other work stations in the City and attend a wide variety of meetings within the City and out of the area.