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**TITLE: SENIOR PROGRAM MANAGER HARBOR**

**DEFINITION:** Under general supervision, manages the development and execution of multiple projects and programs involving a high degree of technical, functional, and organizational complexity.

**EXAMPLES OF DUTIES:**

- Supervises the administration, and execution of planning, design, review, bidding, and quality control of multiple projects and/or programs;
- Oversees and monitors construction activities for such projects and/or programs;
- Builds and supervises an interdisciplinary team of engineers under his/her direct report and matrix staff from other disciplines;
- Supervises Program Management staff including issuing work assignment, providing direction and performance management;
- Prepares and/or supervises the development of project scopes, budgets, schedules, preliminary study development, cost estimates, and contract documents;
- Performs complex economic analyses to determine project feasibility;
- Prepares Requests For Proposal and Statements of Qualifications for hiring outside consultants and administers and participates in the consultant selection process;
- Administers consultant contracts;
- Assures design work meets the project requirements;
- Actively monitors the progress of projects;
- Reviews, validates, and recommends corrective measures for consultant invoices and contract amendments;
- Performs other related duties as required.

**MINIMUM QUALIFICATIONS:**

- Registration as a professional Civil Engineer in the United States.
- Ten or more years of increasingly responsible experience in project engineering, including two years of supervisory experience over project teams or engineering staff and including experience demonstrating direct responsibility for leading and managing at least three large, complex civil infrastructure projects or programs.

This qualifying experience must have been gained after graduation from an accredited four-year college or university with a degree in Civil Engineering or closely related engineering field or after passing the Engineer-in-Training (E.I.T.) examination in the field of Civil Engineering. If proof of degree or E.I.T. is not submitted, the qualifying

time will be counted after the acquired date of the Professional Civil Engineer registration.

Registration as a Civil Engineer in the State of California will be required within 6 months of appointment.

A valid motor vehicle operator's license.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to use word processing, spreadsheet, project management software, and project scheduling applications.

**HISTORY:**

Approval/Adoption Dates: 10/09/73

Revised/Approved by Civil Service Department: 12/16/2020