



Code: 7143

Title: CAPITAL IMPROVEMENT PROGRAM ADVOCACY MANAGER

SUMMARY: Manages the Capital Improvement Program (CIP) functions within the Department of Transportation and Flood Control (TFC) in direct support of Pima County objectives in the development, utilization and reporting of various bond-funded programs and related economic development activities. Major emphasis is on the development, maintenance and planning for multi-year CIP projects which can include projecting desired accomplishments, funding, project revenue and expenditure monitoring and assignment of accountability to affected divisions, work-units and county agencies and departments. This is distinguished from TFC Division Manager, Civil Engineering Manager and other engineering classifications by its focus on overall CIP management, administration and planning, rather than individual CIP projects. This classification is in the unclassified service and is exempt from the Pima County Merit System Rules.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Identifies CIP areas of concern and successes and makes effective recommendations for improvements, or proposes alternative courses of action to meet new requirements;
Develops, documents and submits detailed multi-year CIP activity recommendations to county management for direction on future activity;
Develops, documents and applies performance measures for all CIP activity and reports findings and recommendations to applicable county, state or federal agencies;
Coordinates strategic planning with other departmental professional staff, county administration and other public bodies to optimize delivery of current and projected CIP projects;
Represents the department, the county and proposed CIP projects to regional, state or federal agencies and public bodies to secure needed funding;
Reviews new or proposed legislation relative to department activities and recommends or initiates required actions;
Identifies and initiates processes to secure new sources of local, regional, state and federal funding for current and projected CIP projects;
Participates in, or directs, professional engineering review and analyses of current and future CIP projects;
Trains professional departmental staff members in development, assessment and administration of CIP projects;
Attends professional workshops, symposia, trade shows and like events to maintain currency on new public works engineering innovations, processes, procedures and resources;
May directly supervise and evaluate assigned professional and support staff.

KNOWLEDGE & SKILLS:

Knowledge of:

- public sector planning theories, methods and applications;
- methods and techniques of complex public works scheduling, e.g., planning, design, engineering, construction, operations, etc.;
- methods and techniques of public works financing, forecasting and cost analysis at the program level;
- methods and techniques of public sector budgeting and financing processes;
- County, state, federal and bond/program specific rules, regulations, technical guidelines associated reporting requirements;
- County contracting and accounting rules, regulations and procedures;

- interaction of local, county, regional, state and federal agencies in identification, development and execution of CIP projects.

Skill in:

- planning and programming complex CIP projects;
- engineering project development, planning and programming;
- assessing economic and other impact of assigned CIP programs on current and future activities, facilities, resources and other public works projects and on-going operations;
- coordinating CIP program activities with affected county and non-county agencies, executives and affected contractors;
- developing, analyzing and projecting financial aspects of CIP projects, to include budgeting, financing and cost analyses;
- assessing CIP project progress, preparing and submitting required reports and identifying remedial measures to resolve project conflicts, delays and unforeseen events;
- responding to and resolving questions, inquiries, complaints and concerns about projected and current CIP projects from staff, other county officials and agencies, the public and the media;
- creating and maintaining activity files and databases for all assigned CIP projects as required by law, rules, regulations, contracts or Bond requirements;
- training professional staff in CIP project management topics;
- use of computer-based resources for program management, engineering and economic analyses, planning, tracking and creation of required reports;
- communicating effectively, both orally and in writing, with diverse audiences;
- training and evaluating performance of assigned staff.

DESIRED QUALIFICATIONS:

Desired qualifications will be established by the department director or appointing authority at the time of recruitment. Typically, these will require at least a Bachelor's degree from an accredited college or university with a major in business or public administration, civil engineering, hydrology, hydrogeology, transportation, urban or rural planning or finance, plus substantial professional experience in public works engineering, construction, maintenance or program administration and current registration in any state as a registered professional engineer/civil engineer. Other combinations of education from an accredited college or university, training and experience may be identified by the appointing authority at the time of recruitment.

OTHER REQUIREMENTS:

Licenses and Certificates: All positions require obtaining registration with the Arizona Board of Technical Registration as a registered professional engineer/civil engineer within one year of appointment. Some positions require a valid Arizona Class D driver license at the time of application, appointment or prior to completion of initial/promotional probation.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This classification specification is intended to indicate the basic nature of positions allocated to the classification and examples of typical duties that may be assigned. It does not imply that all positions within the classification perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.