



## City of Kansas City, Missouri Job Class Specification

**Job Title:** SENIOR PROJECT MANAGER

**Department:** MULTI

**Job Code:** 2126

**Status:** EXEMPT

**Grade:** EX-4

### Summary

This is advanced level professional work in the field of project management.

The Senior Project Manager is responsible for planning, design, execution, monitoring, and completion of assigned projects. The Senior Project Manager is also responsible for assisting senior management in prioritizing projects for execution, identifying appropriate phasing and sequencing of projects, coordinating projects with other agencies and private entities, pursuing funding opportunities as may be available through partnerships and grant programs, identifying and managing risks, and identifying appropriate project delivery methods. As part of the responsibilities, they must manage resources appropriately so that the project is completed in accordance with the defined scope and within budget and schedule. The Senior Project Manager must also ensure that all project tasks are completed in accordance with appropriate regulations, ordinances, codes, and requirements. Accordingly, the Senior Project Manager must identify tasks, assign responsibilities, identify, and set deadlines, monitor progress and risk, and provide periodic progress reports in systems of record to senior management, elected and appointed officials, and project stakeholders, including the general public. The Senior Project Manager is responsible for managing projects of all levels of complexity. Projects may be completed using an established framework and methodology developed by the City or as may be required by a specific assignment. The Senior Project Manager may be tasked with developing and implementing innovative project delivery methods to complete assignments. The Senior Project Manager is expected to operate with a high degree of independence and minimal supervision. A considerable amount of professional judgement is required for the performance of this work.

### Duties and Responsibilities

- Develop project proposals and project execution plans, including determining objectives, establishing work plans and determining time frames, funding limitations, procedures for accomplishing project, staffing requirements and allotment to more complex phases of project management.

**Duties and  
Responsibilities  
(cont.)**

- Assemble, manage time commitments, and direct activities of project delivery teams including members from multiple department divisions.
- Maintain external citizen and interdepartmental relationships to ensure collaborative project delivery and stakeholder satisfaction.
- Provide periodic updates regarding status of projects to senior management, project stakeholders, and appointed/elected officials.
- Prepare and submit budget estimates, progress reports, or cost tracking reports.
- Identify risks, develop mitigation strategies, and resolve matters with stakeholders for all levels and phases of projects. Escalates issues when necessary.
- Engage operations, subject matter experts and licensed professionals as appropriate to ensure projects meet professional standards, budgetary and regulatory requirements.
- Work with contract administrators and other internal staff in the solicitation, evaluation, award and administration of contracts of various types.
- Contracts with and coordinates project activities of external consultants and interdepartmental work teams for other more complex projects.
- Manage project resources appropriately for more complex, large scale projects and demonstrate the ability to account for resources allocated to assigned projects.
- Plans and supervises training programs for less experienced staff in project management systems and procedures.
- Performs related duties as required.

## Technical Skills

Extensive knowledge of:

Principles and practices of project management and municipal engineering as applicable to departmental core functions.

Project scheduling principles, methodologies, and practices.

Project commissioning protocols and interfaces with operations

Federal, state, and local regulations applicable to departmental core functions.

Alternate project delivery methods including design-build, progressive design-build, construction manager at risk (CMAR) and public private partnerships.

Ability to:

Define tasks and oversee their completion.

Organize, direct, and coordinate the activities involved in accomplishing the overall objectives of the department.

Organize, direct, and coordinate the work of a project delivery team including technical experts, contract administrators, legal advisors, and administrative assistants.

Develop estimates for proposed capital improvements in light of capital budget and federal, state, and other grants/loans.

Understand and evaluate highly complex technical records and reports requiring extensive knowledge of system operations.

Establish and maintain effective working relationships with subordinates, peers, municipal officials, representatives of other agencies, and the general public.

Organize and direct extensive project management and engineering programs.

Express facts and ideas clearly and concisely, orally and in writing.

Prepare specifications, materials, schedules, and cost estimates for a variety of projects.

Adapt approved architectural/engineering methods and standards to the design and construction of a wide variety of projects.

Apply appropriate management, supervisory and leadership techniques, motivate employees and assess technical and leadership qualities.

Plan, organize, supervise and train subordinate employees in project management activities.

<b>Education and Experience</b>	<p>Accredited Bachelor’s degree with major course work in business administration, public administration, project management, construction management, engineering technology, construction engineering technology, engineering, city planning, landscape architecture, or architecture and six (6) years professional experience in project management or project management related work;</p> <p style="text-align: center;">OR</p> <p>Accredited Master’s degree with major course work in business administration, public administration, project management, construction management, engineering technology, construction engineering technology, engineering, city planning, landscape architecture, or architecture and four (4) years professional experience in project management or project management related work;</p> <p style="text-align: center;">OR</p> <p>Certification as a Project Management Professional (PMP) and six (6) years as a PMP working in project management or project management related work.</p>
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<b>Certificates/ Licenses/Special Requirements</b>	<ul style="list-style-type: none"> <li>▪ Will be required to pass a preemployment drug screen.</li> <li>▪ Must pass a background check as prescribed by the City.</li> <li>▪ Must possess a valid State-issued driver’s license in accordance with the City of KCMO policies. Will be required to obtain a Missouri driver’s license within nine (9) months.</li> </ul>
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<b>Supervisory Responsibility</b>	Supervision may be exercised over assigned staff
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<b>Supervision Received</b>	Work is performed under general supervision.
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Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

<b>Created Revised</b>	03/2023
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