



## **CLASS TITLE: RECOVERY TEAM PROGRAM MANAGER**

### **CHARACTERISTICS OF THE CLASS**

Under direction, this position oversees a major section(s) within the Chicago Recovery Plan team, such as general administration or leading a specific functional area. This position also serves as a member of or a liaison to the Mayor's Office Project Management (PMO) team.

### **ESSENTIAL DUTIES**

- Under guidance oversees one or more areas within the Recovery Team such as budgeting and performance monitoring
- Serves as a member of or a liaison to the Mayor's Office Project Management Office, responsible for assisting with the implementation of strategic planning, operations, communications, compliance, procurement, performance measurement and reporting guidance related to projects funded by the American Rescue Plan and other local and federal funding sources
- Manages multiple aspects of assigned areas to ensure goals and timelines are met
- Oversees the related administrative functions such as budget, project metrics, schedule, and milestones.
- Serves as expert advisor in specific areas such as performance management, training, process improvement, or fiscal management
- Provides support in terms of project plan design, steps, and monitoring
- Compiles and analyzes data and information and drafts recommendations for executive leadership and stakeholders
- Prepares project status, recommendations, and ad hoc reports for executive leadership and stakeholders
- Performs other related duties and fulfills additional responsibilities as required

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

- Graduation from an accredited college or university with a bachelor's degree in general management, business/public administration, or related field, plus two (2) years of experience working in project management, or an equivalent combination of education, training, and experience.

#### **Licensure, Certification, or Other Qualifications**

- None

## **WORKING CONDITIONS**

- General office environment

## **EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, modems, scanners)

## **PHYSICAL REQUIREMENTS**

- Ability to stand and walk for extended periods of time

## **KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**

### **Knowledge**

Some knowledge of:

- applicable City departments and departmental services, programs, and resources
- program planning and administration
- project management principles

Advanced knowledge of:

- applicable computer software packages
- budget preparation and planning
- management and supervisory methods, practices, and procedures
- research methods
- writing and formatting styles and methods used in applicable publications

Knowledge of applicable City and department policies, procedures, rules, and regulations

### **Skills**

- \*ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- \*ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- \*CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- \*COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions
- \*JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

### **Abilities**

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing

- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- DEMONSTRATE ORIGINALITY - Come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem
- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

### **Other Work Requirements**

- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- INNOVATION - Think creatively about alternatives to come up with new ideas for and answers to work-related problems
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

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City of Chicago  
Department of Human Resources

October 4, 2021