



Code: 9644

Family: Human Resources

Service: Administrative

Group: Clerical, Accounting, and General Office

Series: General Administrative

CLASS TITLE: SR. RECOVERY TEAM PROGRAM MANAGER

CHARACTERISTICS OF THE CLASS

Under general direction, the class is responsible for driving forward, coordinating, and monitoring all aspects of City projects funded by the American Rescue Plan Act (ARP) and other local and federal funding sources. The position also serves as a member of or a liaison to the Mayor's Office Project Management Office (PMO) team.

ESSENTIAL DUTIES

- With general guidance from the Mayor's Office, manages strategic initiatives funded by the 2022 city budget, including those funded by ARP and other Federal, State, and local funding mechanisms. In addition to the Mayor's Office, this position serves as the Program Manager for large City departments.
- Serves as a member of or a liaison to the Mayor's Project Management Office, responsible for a portfolio of projects funded by ARP and other local and federal funding sources
- Contributes to and oversees the implementation of strategic planning, operations, communications, compliance, procurement, performance measurement and reporting guidance related to a portfolio of projects
- Manages professional staff and directs the functions and operations of an organizational section or unit; establishes and implements policies and procedures relating to the unit's or section's objectives
- Functions as a specialized advisor to executive level managers or functions as a technical specialist or expert level professional in a given profession, specific technical area or operational area. In addition, ensures confidentiality around projects and funding
- Develops policy related to funding procedures
- Design, implement and monitor procedures utilized in project management, including ongoing configuration of project management software, and required external reporting
- Serves as the go to expert regarding funding, federal requirements, compliance, and other issues related to the execution of initiatives
- Directs the training and development of City employees involved with ARP initiatives
- Supports the RFP process including development of scope of services, service level agreements, and pricing.
- 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 business or public administration, management, or related field, plus five (5) years of experience in policy,

administration, program management, or process improvement, 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

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.

City of Chicago
Department of Human Resources

October 4, 2021