



HUMAN RESOURCES DEPARTMENT

## CITY OF FRISCO POSITION DESCRIPTION

<b>TITLE:</b>	<b>Strategic Services Manager</b>	<b>LAST UPDATED:</b>	January 13, 2016
<b>DEPARTMENT:</b>	CMO	<b>JOB CLASS:</b>	
<b>REPORTS TO:</b>	Assistant to City Manager	<b>FLSA DESIGNATION:</b>	Exempt

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**Summary:** Under general supervision of the Assistant to the City Manager is responsible for project management to include but not limited to participating in project scoping, project budget preparation/tracking, managing the professional services selection process, prepares and administers construction, general and professional service contracts for engineering, architectural, and construction. Duties include providing technical guidance, direction and oversight on contract actions, developing and ensuring compliance with terms and conditions of contracts, preparing, processing and tracking of contracts, pay requests, change orders and modifications, and monitoring for project budget compliance.

*The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.*

### **Essential Job Functions:**

- Participates in project definition, scoping and budget development process for all assigned projects.
- Manages the professional services procurement process coordinating with the Purchasing Division for adherence to all applicable laws, rules and regulations for such procurement.
- Negotiates, prepares and coordinates contracts for planning, design, engineering and construction of various projects.
- Negotiates and coordinates with consulting firms, utility companies and project owners as required to create workable solutions for design and constructability issues related to projects.
- Manages all contracts tracking all expenditures, cash flow, and changes against the established project budget providing regular reports on the status of each project.
- Maintains knowledge of current and emerging trends in construction law to provide meaningful input into strategic decision making.
- Prepares materials for presentations to public, staff meetings and departmental communications.

### **Other Important Duties:**

- Manages multiple programs and special projects simultaneously. Examples may include areas such as acting as a franchise utility contact, agreement development and tracking, writing, submission and tracking of grants, communications tower lease program, City Hall 101 backup and other special projects as assigned.
- Attendance at meetings of assigned projects is required.
- Will be required to work some evenings and weekends.
- Assists with the set-up of audio-visual equipment and other meeting or presentation materials, supplies or equipment as needed.
- Travels to attend meetings, conferences and training.
- Regular and consistent attendance for the assigned work hours is essential.
- Performs other related duties as assigned.

**Required Knowledge and Skills:**

- Knowledge of federal, state, and local laws, statutes and regulations related to the field of public sector contracts.
- Knowledge in the use of AIA and other industry standard professional services and construction contract forms.
- Knowledge of City policies and procedures.
- Skill in completing research on complex matters and developing analytical reports, graphics, and providing recommendations related to various subjects.
- Skill in effective oral and written communications.
- Skill in preparing, developing and presenting technical information to public officials, developers, contractors, consultants and to the general public.
- Skill of executing all responsibilities with limited supervision and assistance.
- Must be proficient in the use of computers and related equipment, hardware and software.
- Must have understanding of governmental financial management and governmental budgeting policies and procedures.
- Ability to establish and maintain effective working relationships.

**Preferred Education, Experience, and Certifications:**

- Bachelor's Degree in Public Administration, Business Administration, Architecture or Construction Management **or** related field, **and** three (3) years of responsible experience in administering public sector engineering, architecture, construction, professional services; **or** Master's Degree in Public Administration, Business Administration **and** two (2) years of public experience *as outlined above*.
- Must pass a pre-employment drug screen, background investigation and motor vehicle records check.
- Must possess valid State of Texas Driver's License.

**Environmental Factors and Conditions/Physical Requirements:**

- Work is performed in an office environment.
- May be subject to exposure to heavy equipment common to construction sites.
- May be subject to extended periods of standing, walking over rough unstable terrain and lifting when conducting site inspections or presenting information at public meetings.
- May be exposed to hostile or angry citizens, developers, and/or contractors.
- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be subject to bending, reaching, kneeling and lifting such as retrieving files, records and general ledgers.
- Must be able to lift up to forty (40) pounds.

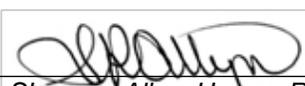
**Equipment and Tools Utilized:**

- Equipment utilized includes personal computer, copier, calculator, fax machine and standard office equipment.

*Approved By:*

Signed by Ron Patterson, Assistant City Manager  
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*Ron Patterson, Assistant City Manager*

04/23/2015  
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*Date*

  
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*Shannon Allyn, Human Resources Generalist*

04/23/2015  
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*Date*