



Code: 9643

Family: Human Resources

Service: Administrative

Group: Clerical, Accounting, and General Office

Series: General Administrative

CLASS TITLE: RECOVERY TEAM PROGRAM MANAGER

CHARACTERISTICS OF THE CLASS

Under direction, this position represents a department in the management of funding and projects related to the American Rescue Plan (ARP), such as general administration of leading a specific functional area. This position also serves as a liaison to the Mayor's office Project Management (PMO) team.

ESSENTIAL DUTIES

- Oversees one or more areas related to ARP within a City department such as budgeting and performance monitoring
- Serves as a department liaison to the Mayor's office Project Management Office, responsible for assisting with the implementation of strategic planning, operations, communications, compliance, procurement, performance measurements and reporting guidance related to projects funding by ARP and other local and federal funding sources
- Develops departmental policies to ensure seamless coordination within the overall ARP effort
- Manages multiple aspects of assigned areas to ensure goals and timelines are met, and ensures confidentiality regarding programs under development
- 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, of fiscal management
- Provides support in terms of project plan design, steps, and monitoring
- Compiles and analyzes data and information and drafts recommendations for department executive leadership and stakeholders
- Prepares project status, recommendations, and ad hoc reports for department leadership
- 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)
- Computers and peripheral equipment (e.g., personal computer)

PHYSICAL REQUIREMENTS

- No specific requirements

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

Advanced knowledge of:

- applicable 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

Some knowledge of:

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

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, take 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

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- 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, 2021