

PROJECT MANAGER: \$6,239.23 - \$7,963.01/mo. The City of Atwater is recruiting for Project Manager in the Administration Department. Under general direction, manages through coordination and direction the formulation and implementation of activities within assigned projects(s) and/or objectives. Responsible for City computer resources, management information systems, and management activities including overseeing infrastructures, applications, project oversight, and program management. **All projects include components of technology; therefore, candidates must have a strong understanding of information technology concepts and practices.** Duties include contract management, budget development, and to provide reports; to coordinate activities with other divisions and departments; and to provide highly complex staff assistance. Serves as Disaster Service Worker. FLSA Status: Exempt. Bargaining Group: Mid-Management Unit.

Minimum qualifications include but are not limited to: Three (3) years of increasingly responsible administrative assistance level experience including experience in **technology support**, communications, professional development and utilization of resources, and management information systems, preferably within a local government agency. Graduation from an accredited college or university with a Bachelor's degree in public/business administration or a related field. Education requirement may be substituted with equivalent years of experience. Possession of a valid California driver's license. Please refer to job description for complete listing of minimum qualifications located on the City's website.

Upon issuance of a conditional job offer, qualifying candidates are required to successfully complete and pass a criminal record background clearance, credit check, medical examination, and drug screen. Candidates may be required to obtain special clearance to work on Police Department internal projects.

Applications may be obtained on the City's website www.atwater.org or picked up at City Hall and must be submitted directly to the Human Resources Department, 750 Bellevue Road, Atwater, CA. Final filing date: **5:00 PM, Tuesday, April 30, 2019.** Interviews are tentatively scheduled for Thursday, May 2, 2019. EEO/AA; TDD 711