

CITY OF MADERA

TYLER MUNIS IMPLEMENTATION PROJECT MANAGER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under direction acts as the City's designated Project Manager for the successful implementation of the Tyler Munis software system; provides direction, administration and management of the implementation project including contract management and compliance by both Tyler and City staff with the approved Agreement and Statement of Work. Performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

The **Tyler Munis Implementation Project Manager** is a single position classification reporting to the City Administrator. Incumbents exercise considerable independent judgment and authority to manage the implementation project for a successful outcome. The Tyler Munis Implementation Project Manager works collaboratively with the designated Executive Steering Committee to accomplish project tasks and goals.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from the City Administrator. May exercise technical and/or functional supervision over lower level staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Acts as project manager for the Tyler Munis implementation project.
- Monitors vendor performance and ensures contract compliance from both Tyler Technologies and any of their subsidiary companies as well as City staff. Works with Tyler on solutions to contract compliance issues.
- Works with Tyler's phase implementers and designated City staff to develop, review, approve and implement phase schedules. Plans and implements necessary logistical support for on-site trainings and implementation meetings.
- Collaborates with the Executive Steering Committee to solve problems and assists in the implementation of citywide project objectives.

- Reviews and recommends approval of vendor payments and miscellaneous invoices related to the project.
- Negotiates, prepares, and recommends modifications to the Agreement, Statement of Work, and/or project schedule.
- Regularly communicates with the City Administrator and the Executive Steering Committee on project progress, implementation concerns, schedules, and other project related issues.
- Ensures timely project completion through regular communication with designated phase Subject Matter Experts and the Executive Steering Committee on project progress and data conversion/import/input requirements.
- Leads and participates in regularly scheduled project meetings with City Staff and Tyler.
- Prepares and provides written reports as necessary.
- Maintains positive working relationships with both City staff and Tyler consultants and implementers.

WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and face-to-face service.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification)*

Experience and Education:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Tyler Munis Implementation Project Manager**. A typical way of obtaining the required qualifications is to possess significant experience managing contracts; writing reports; and reading and interpreting policies, agreements, contracts and similar documents.

License/Certificate:

Possession of, or ability to obtain, a valid Class "C" California driver's license.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

Principles, procedures, standards and practices of contract and project management; principles and practices of public administration and local government operations, including budgeting principles, contract administration, research methods, and report writing. Knowledge of Federal, State, County and City policies, procedures, regulations and laws as they relate to managing the Tyler Munis implementation project. Knowledge of modern office practices, methods and equipment, including a computer and applicable software; occupational hazards and standard safety procedures.

Ability to:

Plan, manage and coordinate the work of the Tyler Munis implementation project; develop and administer sound organizational goals, objectives, policies and methods for evaluating achievement and performance levels; properly interpret and make decisions in accordance with laws, regulations and policies; analyze complex issues, evaluate alternatives and implement sound solutions; make adjustments to standard operating procedures as necessary to improve organizational effectiveness; facilitate group participation and consensus building; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing and software applications.