



CITY OF OAKLAND
Invites applications for the position of
Exempt Limited Duration Employee (Project Manager) 1.00 FTE
Oakland ReCAST, Human Services Department

SALARY: \$55.35 per/hour or \$8,994.36 per/mo. to \$61.66 per/hour or \$10,019.75 per/mo.
Commensurate with experience, includes benefits

BACKGROUND:

Oakland ReCAST (Resiliency in Communities After Stress and Trauma) led by the City of Oakland's Human Services Department (HSD), will promote resiliency and equity for Oakland's high-risk youth and adults most affected by trauma, violence, and civil unrest. A multi-sector coalition of stakeholders will work together to improve behavioral health and reduce trauma among the highest-risk young people and their families, empower community residents, and improve community-police relations. The goals of the initiative are: (1) Provide coordinated training to community-based social service providers and law enforcement entities to increase use of trauma-informed practices; (2) Expand access to trauma-informed behavioral health services by enhancing use of evidence-based models among City-funded human service programs and developing a service pipeline to County-funded services, and (3) Support the work of community partners to address tensions in law enforcement-community relations and to promote community resiliency and healing.

THE POSITION:

The City of Oakland is currently recruiting to fill an Exempt Limited Duration Employee (Project Manager) within the Human Services Department. This position is limited to one-year in duration and includes benefits and upon confirmation of grant renewal, the position will become permanent.

This position will be responsible for the direction, management and implementation of Oakland ReCAST a five year grant, \$1 million per year, beginning winter 2016. The Incumbent will report to the Human Services Department Director. The ideal candidate is creative, a strong leader, has strong facilitation skills, excellent written and oral communication skills, experience working in the public sector, has the ability to partner and lead a multi-disciplinary, multi-agency collaborative, and possesses a background in behavioral health, health care and/ or violence prevention, or related field.

EXAMPLES OF DUTIES:

- Facilitate and lead a multi-disciplinary, multi-agency collaborative focused on resilience and trauma informed care.
- Coordinate trauma informed care services.
- Plan, organize, manage, participate in and direct the work of the project including the development, successful implementation, and quality control aspects of Oakland ReCAST.



- Prepare long-range plans in coordination with City departments, other divisions, and other public agencies; develop policies and procedures for establishing costs, schedule controls and coordinating activities.
- Formulate strategies and establish priorities to achieve objectives.
- Negotiate and administer contracts with project participants and service providers; resolve conflicts in a timely manner satisfying the client's needs, the designer's concepts and in keeping with the budgetary constraints and established schedule.
- Analyze proposed and current project management regulations and develop recommendations for implementation compliance.
- Prepare or review staff reports and resolutions for the City Administrator, City Council, or commissions and all required grant reporting.
- Work closely with department representatives, the City Council, public and private groups, professional groups, and citizens to explain or coordinate plans for proposed projects and to solicit their support.
- Direct the preparation and administration of project budgets.
- Prepare cost forecasts, variances, and critical paths including project closeout procedures; maintain master schedule and inform management of potential conflicts.
- Manage, assign, supervise, and evaluate assigned staff; provide training and staff development.

MINIMUM REQUIREMENTS FOR APPLICATION:

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable.

Education:

Bachelor's degree from an accredited college or university in City and Regional Planning, Public Administration, Public Health, Social Welfare or closely related field with an emphasis on planning and policy development is required.

A Master's degree is highly desirable. Four years of progressively responsible work experience in strategic or long-range planning, managing a large-scale violence prevention program or related effort, and supervising staff providing social services. Experience in program management is desirable. Additional Qualifications: Bilingual skills in Spanish, Cantonese and Mandarin are desirable.

Experience:

Two years of progressively responsible public sector experience in relevant project management, including two years in a supervisory capacity.



KNOWLEDGE AND ABILITIES

Knowledge of:

- The principles and practices of planning and policy development for violence prevention and/or behavioral health programs including trauma informed care;
- Principles and practices of project management.
- Principles and practices of management and supervision.
- English punctuation, syntax, language mechanics and spelling.
- Contract negotiation and administration.
- Conflict resolution techniques.
- Principles of budget development and monitoring including development of control measures to remain within budget.
- Personal computer systems and applications.
- Principles and techniques for persuasive presentation of ideas and concepts in both oral and written formats.
- Partnership building and community relations techniques.
- Community engagement methods.
- Project Evaluation.

Desirable skill/ Experience:

- Knowledge of trauma informed care and resilience frameworks
- Experience working with Substance Abuse Mental Health Services Administration (SAMHSA) projects, health care and/ or behavioral health field.
- Understanding of local government- municipal and county

Ability to:

- Prepare and administer departmental budgets.
- Negotiate and administer a variety of contracts.
- Develop and maintain positive relationships with community leaders and members, organizations, businesses and staff.
- Prepare, analyze and interpret complex reports (including grant reporting) of a general or technical nature.
- Coordinate a variety of projects and activities inter-departmentally and with outside agencies.
- Plan, organize, direct and coordinate a variety of functional specialties with overlapping work areas.
- Supervise, train and direct subordinate professional and support staff.
- Interpret and enforce administrative/operational policies, practices and procedures.
- Work independently and set priorities.



- Analyze and solve problems of a complex nature.
- Maintain departmental and state safety standards.
- Analyze complex technical and administrative information and telecommunications systems problems, evaluate alternative solutions and recommend or adopt effective courses of action.
- Communicate effectively and persuasively in both oral and written format.
- Speak in large and small group settings.

LICENCE OR CERTIFICATE / OTHER REQUIREMENTS:

Successful incumbents in this position are expected to operate automotive vehicles in the performance of assigned duties. Due to the nature of the assignment and the hours worked, public transportation may not be a cost effective or efficient method for traveling to the various locations required. Individuals who are appointed to this position will be required to maintain a valid California Driver's License throughout the tenure of employment OR demonstrate the ability to travel to various locations in a timely manner as required in the performance of duties.

Additional relevant licensing or certification may be required based upon project needs or requirements.

To Apply:

Please submit a cover letter and resumé via email with the subject line: **Oakland Recast Project Manager** to mshah@oaklandnet.com

City of Oakland is an Equal Opportunity Employer