



Municipal Fiber Infrastructure / Broadband Project Manager III

Amended to update the desirable qualifications

Extended to increase the applicant pool - Previously submitted applicants need not reapply

APPOINTMENT TYPE: Permanent-Exempt. The General Services Agency Department of Public Works has an opening for an exempt appointment in San Francisco. The position is excluded by the Charter from competitive civil service examination process. The successful candidate shall serve at the discretion of the appointing officer with an anticipated duration of three years.

PROJECT: Infrastructure assets are essential to the City's growth, economic development, citizen safety and quality of life. While a majority of the San Francisco population has access to the internet to participate in civic life, make social connections, access education and employment opportunities, and be advocates for their own health and well-being, capabilities vary by service providers. Internet speed, accessibility and affordability will directly impact San Francisco's ability to compete in a global market, to meet its citizens' usage requirements, and to combat future digital divide.

Internet access is becoming the cornerstone of daily life in the new era of internet business and education. To create a more equitable City and to continually improve our economy, San Francisco has an opportunity to establish the nation's first municipal fiber enterprise. The planning and execution to provide internet access at speeds of one gigabit per second to all San Francisco residents and businesses is logistically and technologically complex. City leaders are ambitious to provide one gigabit per second to every business and household within the City limits. Internet speed, accessibility and affordability are imperative to our city's ability to compete in a global market as well as meet its citizens' usage requirements. This Project is unique in terms of its technological goals; and project delivery will require new materials, policies, specifications and regulations to be developed.

POSITION DESCRIPTION: The Project Manager, under administrative direction, is responsible for: preparing and monitoring the project budget, including occasionally obtaining funding and controlling project costs; project design and system architecture/infrastructure planning; developing and implementing strategic and change management planning; directing or managing the development of technical and functional requirements; selecting and negotiating with software vendors and/or integration partners; coordinating the work of a multidisciplinary staff which may cross more than one department, technical, and functional areas; managing the performance of project staff, including contractors and City and County employees; developing training plans for project staff during development and for all users at implementation; managing eventual deployment of the new system to provide gigabit internet via fiber to all San Francisco

residents and businesses; and may require working extensively with contractors, City and County departments and boards and commissions.

This ambitious and complex project requires an infrastructure expert with previous experience in project coordination in similar projects dealing with the implementation of technology and infrastructure in a dense urban environment, to successfully deliver this highly visible city initiative.

Minimum Qualifications

1. A Bachelor's Degree in Computer Science, Information Technology or other related field **AND** six (6) years of experience in project coordination in similar projects dealing with the implementation of technology and infrastructure; **OR** •
2. A Bachelor's Degree **AND** eight (8) years of experience in project coordination in similar projects dealing with the implementation of technology and infrastructure; **OR** •
3. Ten (10) years of experience in project coordination in similar projects dealing with the implementation of technology and infrastructure.

DESIRABLE QUALIFICATIONS:

- Experience directing at least one Public-Private Partnership over its life cycle with a value in excess of \$10 million
- Seven (7) + years of experience in project management in similar projects dealing with the implementation of technology and infrastructure.
- Expert knowledge and proven experience with projects ranging from \$25 Million and higher for construction of new fiber optic connectivity and infrastructure to B2B and B2C customers.
- Experience with estimating the cost to deliver high speed data / fiber optic projects to B2B and B2C customers.
- Strong knowledge of financial accounting and financial modeling, including risk simulations
- Superior analytical and negotiation skills
- Strong written and verbal communication/presentation skills
- Understanding of key business drivers, business strategy and public policy
- A solid understanding of the end-to-end project management life cycle for major infrastructure projects: Strategy, Planning, Procurement, Delivery and Operations
- Understanding of complex communications infrastructure projects
- Certified Public-Private Partnership Specialist

How To Apply

Candidates interested in applying for this position must submit a current resume, cover letter, and verification, in addition to the official application.

- Cover letter should be succinct in detailing how candidates's experience and training makes them the ideal candidate for this Project Manager position for Municipal Fiber Infrastructure.
- Verification demonstrating candidate meets at least the minimum qualifications must be submitted with the online application. Information regarding employment verification: <http://sfdhr.org/information-about-hiring-process#verification>
- **Resumes will not be accepted in lieu of completing the online application.**

Visit www.jobaps.com/sf to begin the application process.

- Click and select the recruitment interested in submitting application
- Click on “Apply” and read and acknowledge the information
- Click on “I am a New User” if you have not previously registered, or on “I have REGISTERED PREVIOUSLY”
- Follow instructions given on the screen.

To submit resume using the online application:

- Select the “Resume” tab in the online application
- Follow instructions given on screen

To submit cover letter using the online application:

- Select the “Other” tab in the online application
- Choose “Upload” as your method of submittal
- Click on “Upload Attachment”
- Follow instructions given on screen

Computer kiosks are available for the public from 8:00 a.m. to 5:00 p.m. Monday through Friday to file online applications in the lobby of the Department of Human Resources, 1 South Van Ness Avenue, 4th Floor, San Francisco.

Applicants will be contacted by e-mail. It is applicant’s responsibility to ensure registered e-mail address is accurate and kept up-to-date. Also, applicants must ensure that email from CCSF is not blocked on their computer by a spam filter. To prevent blocking, applicants should set up their email to accept CCSF mail from the following addresses: (@sfgov.org, @sfmta.com).

Upon successful submittal of the application online, the applicant will receive a notification on the screen, as well as in the applicant’s e-mail inbox, acknowledging the receipt of the application. Applicants will receive a confirmation email that their online application has been received in response to every announcement for which they file. Applicants should retain this confirmation email for their records. Failure to receive this email means that the online application was not submitted or received.

All work experience, education, training and other information substantiating how applicant meets the minimum qualifications must be included on application by the filing deadline.

Information submitted after the filing deadline will not be considered in determining whether applicant meets the minimum qualifications. Applications completed improperly may be cause for ineligibility and/or disqualification.

VERIFICATION: All applicants are required to submit verification of qualifying experience and education. Written verification (proof) of qualifying experience must verify that the applicant meets the minimum qualifications stated on the announcement. Written verification must be submitted on employer's official letterhead, specifying name of employee, dates of employment, types of employment (part-time/full-time), job title(s), description of duties performed, and the verification must be signed by the employer. City employees will receive credit for the duties of the class to which they are appointed. Credit for experience obtained outside of the employee's class will be allowed only if recorded in accordance with the provisions of the Civil Service Commission Rules. Experience claimed in self-employment must be supported by documents verifying income, earnings, business license and experience comparable to the minimum qualifications of the position. Copies of income tax papers or other documents listing occupations and total earnings must be submitted.

If education verification is required, information on how to verify education requirements, including verifying foreign education credits or degree equivalency, can be found at <http://sfdhr.org/index.aspx?page=456>.

Note: Falsifying one's education, training, or work experience or attempted deception on the application may result in disqualification for this and future job opportunities with the City and County of San Francisco.

Selection Procedures

Applications will be screened for relevant qualifying experience. Additional screening mechanisms are implemented in order to determine candidates' qualifications. Only those applicants who most closely meet the needs of the Agency will be invited to advance in the selection process. Applicants meeting the minimum qualifications are not guaranteed advancement to the interview.

Candidates participating in the interview process must be prepared to submit 3 - 5 professional references.

Notes:

Applicants are responsible for updating email address and mailing address.

Contact Information must be updated online at <http://www.jobaps.com/sf> by clicking on "Update My Contact Info" and logging into account. If updating contact information online, applicants should contact the analyst to inform them of the change. Failure to do so may result in the loss of eligibility. Make sure application and any attachments to the application submitted at the time of filing are complete and accurate and include details on all experience, education, training and other information that qualifies for this recruitment.

Failure to submit a complete and accurate application at the time of filing may result in your ineligibility for this recruitment or inability to receive full credit for scoring purposes. Any new information concerning work experience, education, training and other information that is submitted after the filing deadline may not be used for scoring or considered to determine whether the minimum qualifications have been met.

Applications completed improperly will result in disqualification. If you have any questions regarding this recruitment or application process, please contact the analyst, Marlo Thomas, by telephone at 415.554.4824, or via email: marlo.thomas@sfdpw.org.

Conviction History

As a *finalist* for a job, you will be fingerprinted, and your fingerprints will be sent to the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). The resulting report of your conviction history (if any) will be used to determine whether the nature of your conviction (or arrest, in limited circumstances) conflicts with the specific duties and responsibilities of the job for which you are a *finalist*. If a conflict exists, you will be asked to present any evidence of rehabilitation that may mitigate the conflict, except when federal or state regulations bar employment in specific circumstances, such as:

- Candidates applying for positions with the Unified School District and the Community College District may be disqualified from consideration should their conviction history not meet the standards established under the California Education Code.
- Candidates applying for positions with the Recreation and Park Department may be disqualified from consideration should their conviction history not meet the standards established under California Public Resources Code 5164.

Having a conviction history does not automatically preclude you from a job with the City.

If you are selected as a finalist, the hiring department will contact you to schedule a fingerprinting appointment.

Disaster Service Workers

All City and County of San Francisco employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the City requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

Conclusion

General Information concerning City and County of San Francisco Employment Policies and Procedures:

Important Employment Information for the City and County of San Francisco can be obtained at <http://sfdhr.org/information-about-hiring-process> or hard copy at 1 South Van Ness Avenue, 4th Floor.

Copies of Application Documents:

Applicants should keep copies of all documents submitted, as these will not be returned.

Right to Work:

All persons entering the City and County of San Francisco workforce are required to provide verification of authorization to work in the United States.

Requests:

Applicants with disabilities who meet the minimum eligibility requirements for this job announcement can find information on requesting a reasonable **ADA Accommodation** at:

<http://sfdhr.org/information-about-hiring-process#applicantswithdisabilities>

Information regarding requests for **Veterans Preference** can be found at:

<http://sfdhr.org/information-about-hiring-process#veteranspreference>

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Micki Callahan

Human Resources Director

Department of Human Resources

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GSA / Public Works/mt 554.6000

Benefits

All employees hired on or after January 10, 2009 will be required (pursuant to San Francisco Charter Section A8.432) to contribute 2% of pre-tax compensation to fund retiree healthcare. In addition, most employees are required to make a member contribution towards retirement, ranging from 7.5%-13.25% of compensation. For more information on these provisions, please contact the personnel office of the hiring agency.

[For more information about benefits, please click here.](#)

<https://www.jobaps.com/SF/sup/BulPreview.asp?R1=PEX&R2=5506&R3=064987>