

Job Title:	Special Projects Manager	Department:	Administration
Reports To:	City Administrator	FLSA Status:	Exempt
Pay Grade:	11: \$47,328 – \$75,992	Hiring Range:	\$52,500-\$65,000 DOE
Work Location:	City Hall (5 East Butler Road)	Hours:	8:30am-5:00pm M-F

Job Summary: Provides direct assistance to the City Administrator in managing various city projects. These projects may include capital projects, economic development projects, grant solicitation and administration, and others.

Essential Duties and Responsibilities:

- Manages assigned projects/grants including monitoring project/grants budgetary performance and compliance, ensures quality and timeliness of work performed, identifying risks, and working with staff, co-workers, vendors and contractors adjust as needed to meet deadlines.
- Serves as a liaison between the City and various stakeholders to ensure the completion of projects assigned.
- Manage multiple projects, schedules, and deadlines with limited oversight.
- Setting project goals and coming up with plans to meet those goals.
- Reports project/grant schedule performance to City Administrator.
- Manages project communications and communicates effectively in writing and verbally.
- Assists department heads with preparing grant applications.
- Participates in/on a variety of meetings and/or other related groups to receive and convey information.
- Use project management tools to track project performance and schedule adherence.
- Must be able to maintain good interpersonal relationships with staff, co-workers, managers, and citizens.
- Any other duties as assigned by the City Administrator.

Minimum Qualifications:

- Bachelor's degree in business administration, public administration or other closely related field and three (3) to Five (5) years previous experience in project management or grant administration.

Preferred Qualification:

- Bachelor's degree in construction management or civil engineering or other closely related field and Five (5) to Seven (7) years previous experience in project management or grant administration.

Performance Aptitudes:

- **Data Utilization:** Requires the ability to synthesize, hypothesize, and/or theorize concerning data involving modification of existing policies, strategies and/or methods to meet unique or unusual conditions. Requires the ability to do so within the context of existing organizational theories and management principles.
- **Human Interaction:** Requires the ability to function in a team capacity for a division or organizational unit; includes the ability to make decisions on procedural and technical levels.
- **Verbal Aptitude:** Requires the ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable, such as violation notices, inspection reports, plan reviews, progress reports, budget and financial documentation and reports, employee performance appraisals, regulatory reports, work orders, schedules, equipment and maintenance logs and reports, Council reports, policies and procedures, codes and regulations, etc.
- **Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may include the ability to perform mathematical operations with fractions; may include the ability to compute discount, interest, and ratios; may include the ability to calculate surface areas, volumes, weights, and measures.
- **Functional Reasoning:** Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.
- **Situational Reasoning:** Requires the ability to exercise judgment, decisiveness, and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control, and planning of an entire program or set of programs.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.