



## **Martin County Board of County Commissioners**

### **Job Description**

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<b>Job Title:</b>	Project Manager - CRA
<b>Department:</b>	Administration
<b>Salary Grade:</b>	973
<b>FLSA Status:</b>	Exempt
<b>Reports To:</b>	Community Development Manager
<b>Mission Essential:</b>	Yes
<b>Bargaining Unit:</b>	HRM
<b>Revised Date:</b>	07/2018

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#### **SUMMARY:**

Project management of specific community development projects, programs and grants. Technical and professional work in the coordination, management, and review of various activities of consultants, contractors, state permitting agencies and other County departments as they relate to the planning, design, and construction of capital or development projects and the implementation of community redevelopment plans and programs.

In the event of a natural or man-made disaster that may threaten the area, the employee may be required to perform emergency duties as directed.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

(Note: The listed duties are illustrative only and are not intended to describe each and every function, which may be performed in the job class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Plans and executes community meetings and effectively involve citizens in determining priorities.

Interacts with other professionals, organizations, and agencies in researching and developing projects and programs reflective of community requirements.

Develop and present priorities to decision makers for approval and funding.

Coordinate the development of requests for proposals, grant applications and other programs.

Reviews and helps prepare site plans, construction plans, plats, and cost estimates.

Coordinates process and requirements with other divisions, agencies and departments to support community development objectives.

Liaisons with developers and their agents regarding technical and procedural deficiencies, confers with planning professionals.

May interpret subdivision and platting codes.

Inform the public on code requirements and permit application process.

Performs field visits to review progress of projects and to review conditions of approval.

Attends Community Redevelopment Agency (CRA), Development Review Committee (DRC), Local Planning Agency (LPA), and Board of County Commissioners (BCC) meetings to provide technical response, as requested.

Reviews construction details, bid documents, development plans, planting plans, site plans and master plans.

Reviews reports and cost estimates, for budget consideration.

Liaisons with contractors, public agencies, and utilities.

Attends meetings including pre-construction meetings, pre-bid meetings, bid openings and community meetings.

Reviews construction schedules for expenditures and timeliness and compliance with capital projects budget.

Reviews the work of departmental staff and outside contractors as they install or replace capital project components.

Negotiates various contracts and agreements necessary for the success of the project, as required.

Establishes the financial and economic parameters of the project and understanding how the project will positively and negatively affect the community.

Reviews, with the construction manager, the activities of the project from start to finish; develops progress reports and analysis to insure that the project is on schedule and within budget.

Makes adjustments to the project, as needed, in order to respond to unseen forces or unanticipated activities that may affect a project.

Evaluates potential grants and prepares applications.

Monitors and documents grant deliverables, invoices.

Responds to citizen inquires and complaints in a courteous and professional manner.

Participates in long-term planning and assists in budget preparation and monitoring as it relates to specific projects as departmental needs.

Experienced in the area of project management including all aspects of project management from the development phase through implementation phase.

Performs work related to this job description as required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

(Note: The knowledge, skills, and abilities identified in this class specification represent those needed to perform the duties of this class. Additional knowledge, skills and abilities may be applicable for individual positions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Knowledge of principles and practices of construction administration; local building codes/design standards, state and federal permitting requirements, and the preparation of related financial grant applications.

Knowledge of construction processes and procedures, materials, methods, and equipment as they relate to capital projects.

Knowledge of local, state and federal permitting criteria for development projects.

Knowledge of construction inspection methods, change orders, review and processing of pay requests.

Knowledge of computer hardware and software programs utilized in the performance of job related tasks.

Ability to evaluate suggested changes to projects as needed in response to unanticipated events that may affect the success of the project.

Ability to understand planning studies and to analyze information and formulate substantive recommendations based upon such studies.

Understanding of principles of site planning and design.

Ability to use small office equipment, including copy machines or multi-line telephone systems.

Ability to use computers for data entry, word processing and accounting purposes.

Ability to present ideas and design proposals graphically, verbally, and in writing to County staff, other governmental agencies, and the public.

**EDUCATION and/or EXPERIENCE:**

Graduation from an accredited college or university with a Bachelor's Degree in Construction or Project Management, Public Administration, Urban Planning or related field and five (5) years of experience in program/project management..

Additional qualifying education and/or experience which provide the necessary knowledge, skills and abilities may be substituted one for the other on a year for year basis.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Must possess a valid Florida Driver's License

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Acceptable eyesight (with or without correction)

Acceptable hearing (with or without correction)

Ability to sit for long periods of time

Requires manual dexterity sufficient to operate a keyboard, calculator, telephone, copier, and other related office equipment as necessary.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily indoors.

Involves frequent interaction with people.

May require attendance at night meetings and/or outdoor meetings.