

<b>JOB TITLE:</b> Project Manager	<b>DIVISION:</b> ADMINISTRATION
<b>SUPERVISED BY:</b> Director of Planning and Development	<b>STATUS:</b> EXEMPT
<b>PAY RANGE:</b> \$50,000 - \$74,000	

**JOB SUMMARY**

Under general supervision of the Director of Planning and Development, this position is responsible for the planning and coordination of complex construction ventures, which include providing project management services for all CRA and Neighborhood Services projects from inception to completion. He/she will spend time working with heads of other departments to achieve productivity, along with visiting construction sites to continuously check on progress and to solve problems. This position will direct and supervise project consultants and contractors. An employee in a position allocated to this class is responsible for direct administration of contracts including writing and/or reviewing Requests for Qualifications and Requests for Proposals, Bids, and Requests for Letters of Intent, monitoring contract provisions, and conducting site visits. Work is reviewed through conferences, written reports, and observation of results obtained.

The section of the job description is not intended to be a comprehensive list of duties and responsibilities of the position. The omission of specific job function does not absolve an employee from being required to perform additional tasks incidental to or inherent in the job. Performance of lower level duties may be required.

Work is performed under the supervision of the Director of Planning and Development. Work is reviewed by the Director of Planning and Development through a 12-month performance plan as well as observation of results achieved. This position will have supervisory responsibility for the Project Planner and Senior Project Assistant.

**Supervision Received/Exercised**

Work is performed under the supervision of the Director of Planning and Development.

**Essential Duties and Responsibilities**

1. Collaboratively assists the Director of Planning and Development or his/ her designee with strategic planning, programming, and implementation of CRA activities to maximize the agency's redevelopment efforts.
2. Researches, proposes, and implements innovative approaches to conducting projects to enhance quality and cost effectiveness.
3. Compiles databases and relevant planning and economic information regarding housing, businesses, etc.
4. Meets with financial department to establish periodic revenue surplus and depletion.
5. Assists business owners and developers with site planning, zoning, variances, incentives, and other regulatory issues associated with redevelopment and economic development.
6. Resolves client and vendor complaints and issues in a timely and respectful way.
7. Oversees and manages various projects; may be in charge of several projects at the same time; must be highly organized and efficient.
8. Compiles quarterly reports using a variety of written data to present project milestones, deliverables, dependencies, risks and issues to Director of Planning and Development.
9. Assures that high quality design, innovative thinking, and environmental sustainability are consistently incorporated into projects.
10. Generates and presents project status reports to staff, consultants, contractors and governing boards.

11. Interacts with public officials, community groups, residents; business owners to ensure the CRA projects are well communicated.
12. Establishes and maintains lines of communication and coordinates with appropriate Federal, State, and local agencies.
13. Prepares and uploads agenda items.
14. Remains abreast of innovative practices in the field of community redevelopment.
15. Attends work on a continuous and regular basis based on agency policy and procedure.
16. Prepares and submit invoices for projects assigned.
17. Assigns projects, jobs, and routine work assignments to the Project Planner and Senior Project Assistant.
18. Provides general oversight and supervision of the Project Planner and Senior Project Assistant.

#### **Additional Duties and Responsibilities**

Performs all other related duties as assigned. 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.

#### **Necessary Skills, Knowledge and Abilities**

- Ability to communicate effectively in oral and written form, with excellent grammar and spelling skills.
- Ability to think analytically and creatively.
- Ability to work independently.
- Ability to prepare and send correspondences/memos.
- Ability to assist with training sessions, when needed.
- Ability to speak effectively in public and to express ideas clearly in writing.
- Ability to establish and maintain an effective working relationship with municipal officials and the public.
- Knowledge and ability to retrieve, research, and maintain public records and files.
- Knowledge and ability to coordinate special activities expediently and with effectiveness.
- Skilled in interpersonal relationship.
- Skilled in utilizing customer service/public relations when responding to inquiries and complaints.
- Excellent computer skills pertaining to the operations of the department.
- Proficient in Microsoft Office Suite.
- Knowledge of federal and state housing and urban development guidelines as well as local housing programs.
- Knowledge of the latest development in new housing programs and available funding

#### **Special Requirements**

Mandatory pre-employment physical and drug tests. Florida Driver's License required. The Riviera Beach CRA maintains a drug-free workplace policy and program, as established under the guidelines of the Federal Drug Free Workplace Act of 1988 and Section 440.102, Florida Statutes.

#### **Minimum Education, Certification, and Experience Requirements**

Bachelor's Degree from an accredited college or university with major coursework in business, urban planning, or public administration, or a related field, and five (5) years experience in the public/ private sector, project management, redevelopment, landscape architecture or related field which includes at least (1) year of managing complex projects, preferably for a government entity; or an equivalent combination of education, training and experience which provide the required knowledge, skills and abilities.

### **Tools and Equipment**

All office equipment including but not limited to: computers and software, printers, Microsoft, GIS.

### **Physicals 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.

Although work is performed in an indoor setting, general outdoor assignments will be assigned. Employee will occasionally be required to reach with hands and arms. Required to stand, walk and use hands and fingers, handle, feel or operate objects, tools, or controls. The employee must frequently lift and or move up to 10 pounds.

### **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.

**APPLY TO:** [www.rivierabeach.org](http://www.rivierabeach.org)

or

[www.hr@rivierabeach.org](mailto:www.hr@rivierabeach.org)

or

[www.floridaplanning.org/jobmart/](http://www.floridaplanning.org/jobmart/)

**Veterans are eligible for preference points**