



## City of Grants

### POSITION DESCRIPTION

**POSITION TITLE:** Special Projects Coordinator

**DEPARTMENT:** City Hall

**FLSA STATUS:** Exempt

**REPORTS TO:** City Manager

**Supervises:** As needed

**POSITION SUMMARY:** Under the direction of the City Manager, the Special Projects Coordinator is responsible for designing, implementing and coordinating special projects for the City of Grants including primary responsibility for accessing, securing and ensuring the efficient administration and monitoring of all State and Federal grants administered by the City. The Coordinator provides for the timely preparation and submission of applications, reports and revision, monitors grants implementation and budget status, and periodically reports to Department heads, City Manager and Council on the status and needs of all special projects. May provide technical supervision of vendors, consultants, and contractors. This position will help manage the City's Capital improvement projects. This employee should possess excellent organizational, managerial, supervisory and public relations.

#### **PRINCIPLE DUTIES, RESPONSIBILITIES, & REQUIREMENTS:**

The Special Projects Coordinator must be able to perform, but not limited to, the following essential job duties, with or without reasonable accommodation:

- Coordinate, consult, and communicate with other departments, architects, landscape architects, planners, commissions or committees, public agencies, developers and others in the development and implementation of condition assessments of public infrastructure and buildings, project feasibility studies, concepts, programming, planning, design, construction, and other activities for assigned projects.
- Prepare requests for qualifications and request for proposals for professional consultant services, evaluate qualifications and proposals, lead selection committees, prepare and negotiate scope of work, fees, and schedules for professional service agreements, and process amendments.
- Conduct field investigations, evaluate project feasibility, and check survey maps, geotechnical reports, design studies, calculations, traffic control plans, and right-of-way information.
- Coordinate planning, design and implementation of assigned capital or general projects.
- Develop, recommend, and maintain accurate and current project budgets.
- Manage cost and quality controls in all project activities.
- Assist in the development of procedures, policies, record-keeping, and duties as required related to the overall administration of projects.
- Direct the work of contract consultants retained to provide expertise in project studies, programming, development, design, or management.
- Participate in, or manage the selection, hiring, and development of agreements with consulting firms. Act as the City representative in directing consultants.
- Plan, prepare, and communicate schedules and progress records of projects' activities and expenditures, and assist others in establishing project schedules and milestones.
- Develop critical path to project flow diagrams to plan, set and evaluate progress on project tasks.
- Solicit and review bids and recommend contract awards.
- Coordinates and consult with engineering staff on technical projects and assignments.
- Coordinate projects with design consultants, utility representatives, adjacent property owners, businesses, and other agencies and City Departments.
- Monitor contractor performance, review and process submittals and change orders, retain construction management and inspection assistance as needed, and carry out related activities associated with project construction.

- Review, analyze, and prepare reports and other correspondence on all activities and transactions related to assigned projects, and provide timely information and status updates on assigned projects.
- Represent the City effectively in meetings with City Council, commissions, community groups, professional organizations, other agencies, and the public, including presentations.
- Prepare and present City Council and Manager Agenda reports for all phases of projects when needed and at City Council meetings.
- Prepare reports on program, feasibility, site options, budget, schedule, design alternative, or construction issues.
- Identify, prioritize, and recommend projects with cost estimates for funding in the 5-year Capital Improvement Program.
- Prepare and submit grant request and application and monitor and manage grant funds received for compliance with terms of grants.
- Select, supervise, train, review the work of, and evaluate assigned professional and technical staff.
- Performs other related duties as assigned or required.

The duties, responsibilities, and requirements listed in the above sections are normal for this position but dependent upon the level of skill, ability, and experience of the individual. They are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned. As a condition of employment, employees are required to perform other duties and special projects as assigned.

#### **MINIMUM QUALIFICATIONS & OFFICIAL REQUIREMENTS:**

- High School Diploma, GED, or equivalent, associate degree is preferred; training in office occupations and project management is recommended.
- Must be bondable; Notary Public preferred, but not required; must possess or be eligible to obtain a New Mexico driver's license and have and maintain a good driving record.
- At least three (3) years of prior experience are required in work related to public administration, project management, and/or office management; should have some experience in administering multi-funded projects, working with public and private funding agencies, and grant writing.
- Must have oral and written communication skills in the English Language.
- Must possess excellent organizational, managerial, supervisory, and public relations.
- Must pass a pre-employment drug test and extensive background check.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of Project management principles and techniques.
- Knowledge of procedures for planning and processing capital projects, and for establishing plans, specifications, constructions, and inspection for capital projects.
- Knowledge of principles of contract management.
- Knowledge of cost estimating, tracking and scheduling projects.
- Knowledge of pertinent local, state, and federal laws, regulations, and enforcement procedures related to contracts, agreements, deadlines, and NMED.
- Knowledge of city and other agency processes related to general capital projects and improvements.
- Knowledge of principles and practices of personnel supervision and management.
- Knowledge of processing improvement principles, practices, and strategic planning principles.
- Knowledge of disaster and business recovery practices.
- Knowledge of government operations and processes.
- Knowledge of safety standards, practices, and procedures applicable to area of assignment.
- Knowledge of pertinent and applicable state and city regulations, laws, codes, and ordinances.
- Knowledge of modern office procedures, systems and equipment, including pertinent software application and use of a computer and other digital equipment.
- Knowledge of proper sequence of activities required to perform the job.

- Knowledge of City's political environment and sensitivities with thorough understanding and ability to function effectively within that environment.
- Ability and skill to coordinate and supervise special projects, capital projects, and consultant studies.
- Ability and skill to accurately analyze situations and problems relating to capital projects, identify alternative solutions, project consequences of proposed actions, and implement an effective course of action in accordance with general policy and pertinent codes and regulations.
- Ability and skill to communicate effectively, both orally and in writing; establish and maintain effective working relationships in the course of performing assigned responsibilities.
- Ability and skill to utilize project management software and capital project record systems.
- Ability and skill to supervise, train, review the work of, and evaluate assigned staff.
- Skilled in responding quickly and effectively in difficult situations.
- Skilled in evaluating quality and reviewing final work products.
- Skilled in assessing cost efficiency and effectiveness of municipal operations.
- Skilled in managing projects, identifying and solving problems.
- Skilled in working independently or part of a team in delivering excellent customer service.
- Skilled in reading and interpreting, applying, authoring and explaining rules, regulations, policies, and procedures.
- Ability to understand City policy and procedure in relation to the job position, safety, and health.
- Ability to perform work that is routine and detailed.
- Ability to follow verbal instructions that require individual thought to complete the tasks or a series of tasks.
- Ability to establish and maintain effective working relationships.
- Ability to perform a variety of different types of tasks without the variety itself causing a loss of efficiency.
- Ability to stay organized and maintain strong attention to detail.
- Ability to maintain flexible schedule, including weekends, evenings, potential holidays, and outside of regular business hours, or extended hours.
- Ability to prepare reports and correspondence; as well as submission of documentation in a timely manner.
- Ability to assist in the development and monitoring of assigned budgets.
- Ability to respond to requests and inquiries from the general public.
- Ability to compile and maintain complex and extensive records.
- Ability to develop and recommend policies and procedures related to assigned operations.
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Ability to maintain regular and punctual attendance.
- Ability to effectively oversee multiple projects simultaneously while managing project costs, resources, and schedules.
- Ability to identify, understand, and carry out City and departmental goals and objectives.
- Ability to move hands easily and skillfully to handle/operate tools and/or machines to perform required tasks.
- Ability to effectively communicate, able to listen for understanding and share information clearly and persuasively.
- Ability to make decisions in a big picture context, exercise critical thinking and judgement, and apply the values and priorities of the City of Grants, and to recognize and respond to issues of a sensitive and political nature.
- Ability to multi-task and able to move forward on and track multiple priorities, prioritize workload; take initiative and work independently, using good judgement about when to check-in to provide updates or seek additional direction; and meet deadlines.
- Ability to keep confidential matters confidential.

**IDEAL CADIDATE POSSESSES THE FOLLOWING CHARACTERISTICS:** Is highly professional, patient, respectful, and ethical; possesses excellent problem-solving skills and a can-do-attitude. Communicates effectively and proactively both verbally and in writing, versed in public speaking. Enjoys working in a small-town atmosphere with an engaged public, including merchants, property owners and residents.

**GENERAL CONDITIONS:**

Residency: Employee must reside within reasonable commuting distance of the worksite.

Code of Conduct: Employee is accountable for being informed of and complying with the City's Code of Conduct.

Attitude: Employee is expected to exhibit a positive, constructive and cooperative attitude in the workplace and with the general public.

Initiative: Employee must exhibit high levels of personal initiative; mature self-direction, responsibility, and leadership are expected of the employee in this position.

Travel: This position is subject to occasional travel out of the community for meetings and trainings.

Limitations: Employee is responsible for informing the employer of any physical, mental or other factors which may substantially affect or limit ability to meet the demands of the position.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

**The Physical Demands and Work Environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

Must possess mobility to work in a standard office setting and use standard office equipment, including computer, to inspect City development and construction sites, to operate a motor vehicle, and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, over the telephone, and zoom meetings. This is primarily a sedentary office classification although standing and walking between work areas and waling on uneven terrain and climbing to reach certain access points may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 – 50 pounds. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental/ City policies and procedures.

WORK ENVIRONMENT: Work is performed in both indoor and outdoor environments; work primarily occurs in an office setting, but may require travel on the grounds of the facility, and/or off site, dependent on projects or infrastructure needs.

Exposure to all weather conditions and under sometimes extreme weather conditions; with exposure to a variety of safety hazards, including electrical shock, heavy equipment, work site hazards may occur when work falls outside of office setting. Exposure to wide temperature variations, including: dust, dirt, heat, cold, humidity, rain, snow, sleet, etc. during such outside situations.

Exposure to heights, fumes, airborne particles, odors, chemical and cleaning compounds, vibrations, and loud noise, constant noise; work on uneven surfaces.

The noise level in the work environment may is usually quiet but may reach moderate levels.

The employee will have frequent contact with other employees in the assigned department, and often be required to interact with employees outside of the department, as well as the general public, and must remain calm and professional in tense, emotionally charged, and stressful situations. The employee is constantly required to change tasks frequently and to perform tedious exacting work. The employee may face difficult and stressful situations, and may be required to work under time pressures to meet deadlines, to perform multiple tasks simultaneously, and to work closely with others as part of a team.

**THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT.**

**Nothing in this job description restricts ability to assign, reassign, or eliminate duties and responsibilities of this job at any time. It does not prescribe or restrict the tasks that may be assigned. This job description describes the City's current assignment of essential functions. Those functions may change at any time as the needs of the City change or for other reasons appropriate by the city.**

**CITY MANAGER'S SIGNATURE:**

*The following signature indicates that the City Manager has approved this position description as of the date of signature.*

\_\_\_\_\_  
*City Manager*

\_\_\_\_\_  
*Date*

**EMPLOYEE'S SIGNATURE:**

*The following signature indicates that the employee has read and understood the terms of this position description as of the date of signature.*

\_\_\_\_\_  
*Employee*

\_\_\_\_\_  
*Date*