**Pay Grade:** 13

**Status:** Exempt

**Pay Type:** Salary

**Position Number:** xxxx

1. **Chain of Command/ Reports To:**

**Through the Chain of Command to the City Administrator.**

1. **Job Summary:**

Under general direction, this position is to manage major capital projects, analyze current conditions, and perform research to introduce operational and economic improvements while increasing revenues. To provide excellent service, pursues continues improvement and exceeds expectations.

1. **Essential Duties and Functions:**
* Follows and promotes policy & procedures of the City of Winder.
* Manages and coordinates approved and assigned capital improvement projects: identifies and coordinates project scope, critical path tasks, funding requirements, interim projects goals, project contingencies and other project management tasks; creates and coordinates project documentation, project budget, and project bid specifications; monitors expenditures; updates schedules; monitors projects progress and adherence to objectives and contract specifications; and prepares and submits required reports and updates.
* Represents assigned projects internally for all city concerns: consults with city staff, contractors, engineers, and other officials to review status projects, review and resolve problems, receive advice and direction, and provide recommendations.
* Coordinates project meetings, communications, and work activities between key business units, project teams, government agencies, and other participants assists in resolving problems or conflicts; recommends solutions to problems and facilities implementation; and prepares executive summaries and reports for presentation to City Council and Planning Board or other boards and officials as requested.
* Serves as liaison to the public, media, other government agencies, and other city departments and elected officials regarding assigned capital improvement projects solicits input and feedback; coordinates public relations and education activities; responds to inquires; make presentations to City Council and civic groups; and develops press releases and public information materials for distribution.
* Reviews all capital expenditures for budgetary purposes: reviews and authorizes all proposed capital purchase requests for approval; creates and maintains all related electronic and hard copy records and files related to capital purchases and projects; works with the Finance Department to create and assign appropriate line item account numbers for purchases and projects; reviews and approves all related invoices: prepares and implements a quarterly let schedule to ensure appropriate cash flow; stays abreast of SPLOST laws and referendums for compliance and implementation; and provides records to auditors as requested.
* Participates in the annual budget process, conducts budget interviews with department heads with the City Administrator and the Finance Director; makes strategic recommendations for budget decisions for the upcoming year; and researches and implements improvements to the process.
* Researches and manages grant programs related to city administration: keeps all required grant applications for portal active; identifies opportunities to match grants with capital; prepares grant applications for construction related projects or other projects initiated by administration; creates and maintains records of grant documents in compliance with grant rules and regulations; provides records to auditors upon request; and attends applicant and recipient workshops and training seminars.
* Performs other duties related to grant management and compliance: conducts compliance interviews on construction projects; monitors and maintains payroll records of contractors and subcontractors; coordinates all solicitation for quotes, proposals bids, etc.; forwards and presents to City Council for approval; serves as the city’s representative for all site visits, kick-off meetings, preconstruction meetings, and all other necessary meetings; and works closely with the Finance Department to coordinate draw-down requests in compliance with grant requirements.
* Attends and represents the city at various meetings, as well as trainings; attends and represents city administration as various board and committee meetings; attends training sessions and workshops to enhance job performance such as contract management, economic development, grant writing, finance/procurement, and risk and safety management; and attends regional and national conferences.
* Assists in development of short- and long-range plans and intergovernmental agreements; assists the City Administrator in gathering and interpreting data for studies, reports, and recommendations; coordinates related activities with other departments and agencies as needed; and assists the City Administrator with amendments and implementation of various service delivery strategy and voter agreements.
* Works to identify and remedy weaknesses within the organization; creates new policies and procedures; evaluates performance and effectiveness of current services, programs, and systems in relation to growing needs of the City; and identifies, recommends, and implements needed changes, modifications and/or enhancements.
* Assists in improving public relations for the City; works closely with Human Resources to determine and implement recruitment strategies and also plan events for existing employees or the community; creates and maintains social medial accounts; coordinates with all departments, to update social media with relevant information, photos, and job postings.
* Performs other related duties as assigned.
1. **Knowledge, Skills, and Ability:**
	* Knowledge of operational characteristics, services, and activities of the City Administrator’s office.
	* Knowledge of principles of City government administration, organization, budget, and personnel management.
	* Knowledge of principles and practices of program, policy, and procedure evaluation and development.
	* Knowledge of principles of public administration.
	* Knowledge of advanced methods and techniques of data collection, research, and report preparation.
	* Knowledge of principles of business letter writing and report preparation.
	* Knowledge of principles and practices of state and local legislative process.
	* Knowledge of basic principles and supervision and training.
	* Knowledge of principles and practices of record keeping.
	* Knowledge of public relations and customer service techniques.
	* Knowledge of public speaking techniques.
	* Knowledge of English usage, spelling, grammar, and punctuation.
	* Knowledge of office procedures, methods, and equipment including computers and applicable software applications.
	* Knowledge of pertinent federal, state, and local laws, codes, and regulations.
2. **Licenses and Certifications Required:**
* Possession of a valid Georgia Driver’s License.
* Certified Public Manager from a recognized association such as University of Georgia’s Carl Vinson Institute of Government or International City/County Managers Association (ICMA) highly preferred.
1. **Qualifications:**
* Bachelor’s Degree in Public Administration, Business Management, Organizational Management, or a related field required; supplemented by five years of experience in program management; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.
* Never been convicted of a felony.
* A citizen of the United States or has obtained legal work status.
* Must be able to pass a detailed background investigation.
* Must be able to pass a credit check.
* Work evenings, weekends, and/or holidays as required.
1. **Physical Requirements:**

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and communicate effectively in writing and verbally. The employee frequently is required to stand, walk, sit for extended periods, and use the computer keyboard and mouse. The employee is occasionally required to stoop, kneel, and crouch. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and ability to adjust focus. Occasionally lift and/or move up to 10 pounds.

 **Hearing:** Hear in the normal audio range with or without correction. Able to hear in-person, as well as distinguish radio and telephone conversations, recognize differences or changes in sound patterns and loudness or pitch.

 **Attendance:** Regular, predictable, consistent, and timely attendance is an essential function of the position, in that the failure of such attendance undermines the City’s ability to provide critical services to employees, the department, and the public.

**Communications:** Requires the ability of clearly speaking and/or conversing in order to exchange information in a professional manner that can be understood by others. The employee shall also be able to communicate by exchanging written documents and use of common office equipment/technology.

1. **Working Conditions:**

**This position works primarily in an indoor office environment.**

While performing job duties the employee works in an environment under constant deadlines, frequent interruptions, and has a high degree of contact with employees and the public.

**Exposures Encountered:** While performing job duties, the employee may be exposed to dust, cleaning fumes, household chemicals, pathogenic microbes, and other items found in an office environment.

**Noise Level:** Moderate. While working an outdoor event the employee may be exposed to loud noise from sound systems or equipment.

**Travel:** Some travel may be required to maintain training requirements and to obtain supplies and equipment for the City. Overnight travel is limited to training.

1. **Competencies:**

**This position will be evaluated annually based on job performance and other criteria established through policy.**

1. **Substance Abuse Testing:**

Due to the safety and/or security sensitive nature of this position, individuals shall be subject to pre-employment/pre-placement and random alcohol, drug, and/or controlled substance testing as outlined in both City and department policy and procedures.

While actively employed in this position, any positive alcohol, drug, and/or controlled substance testing may result in termination.

1. **Supervisory Controls/Responsibility:**

None.

*The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.* ***This job description does not constitute a written or implied contract of employment.***

*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.*

**I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Employee Date**