

POSITION: PROJECT MANAGER

TYPE: Full Time

ANNUAL SALARY: \$75,000.00 - \$115,000.00

Applications may be mailed in or dropped off to the village hall or emailed to m.lobban@nbvillage.com

NATURE OF WORK:

This is advanced professional and administrative work with supervisory responsibilities responsible for planning, directing, designing, and coordinating the activities of designated citywide projects to ensure that goals or objectives are accomplished within prescribed time frame and funding parameters. This classification may be used throughout the city, and some of the duties described within may be specific to a department. Work involves considerable independent judgment in the application of the principles and practices of planning, directing, designing, and coordinating a variety of citywide projects to include, but not limited to: strategy development, construction, fiscal, operations or management projects. Supervision may be exercised over professionals in various fields, and administrative or related clerical staff. Work is reviewed for general adherence to established guidelines and procedures. Reports to the department director or his/her designee.

ESSENTIAL FUNCTIONS:

Reviews project proposals to determine project time frame, funding, procedures required to complete the project, staffing requirements, and allotment of available resources for various phases of the project, including formulating the work plan and staffing requirements for each phase of the project, meeting with staff to outline work plan and assign duties, responsibilities, and scope of authority, and conferring with project personnel to ensure project is progressing on schedule and within budget.

- Reviews status reports prepared by project personnel and modifies schedules or plans as required, and prepares project reports for the director or designee.
- Confers with project personnel to provide technical advice and to resolve problems; coordinates project activities other governmental agencies.
- Conducts research of past practices, prepares reports, and provides recommendations.
- Meets with department heads, city officials, union representatives and employees to resolve problems.
- Develops and implements programs to improve the performance and efficiency of employees.
- Provides input into the development of the divisions budget, and other special projects as assigned.
- Performs other related duties as required.

MINIMUM REQUIREMENTS:

Bachelor's degree, thorough 5 years professional project management experience, and considerable 2 years supervisory experience. A Valid Driver's License from any state (Equivalent to a State of Florida Class E) may be utilized upon application, however prior to appointment a State of Florida Driver's License (Class E or higher) must be presented to the Department of Human Resources.

An equivalent combination of education and experience beyond a high school diploma or its equivalent and 18 months of the required experience.

BENEFITS:

North Bay Village provides a competitive benefit package including, but not limited to:

- Vacation and Sick Leave
- Medical
- Dental
- Vision
- Retirement
- Tuition Reimbursement