



Special Projects Manager (2230)

FLSA Status: Exempt

Pay Grade: 24

Safety-Sensitive: No

Purpose

The purpose of this classification is to manage major capital projects, analyze current conditions, and perform research to introduce operational and economic improvements while increasing revenues.

Primary Responsibility

Provides excellent service, pursues continuous improvement and exceeds expectations.

Typical Duties

Manages and coordinates approved and assigned capital improvement projects: identifies and coordinates project scope, critical path tasks, funding requirements, interim project goals, project contingencies and other project management tasks; creates and coordinates project documentation, project budget, and project bid specifications; monitors expenditures; updates project schedules; monitors project progress and adherence to objectives and contract specifications; and prepares and submits required reports and updates.

Represents assigned projects internally for all County concerns: consults with County staff, contractors, engineers, and other officials to review status of 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 facilitates implementation; and prepares executive summaries and reports for presentation to Board of Commissioners, Planning Commission or other boards and officials as requested.

Serves as liaison to the public, media, other government agencies, and other County departments and elected officials regarding assigned capital improvement projects: solicits input and feedback; coordinates public relations and education activities; responds to inquiries; makes presentations to Board of Commissioners 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 Chief Financial Officer 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 County Manager, Assistant County Manager, and Chief Financial Officer; 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 County administration: keeps all required grant application portals 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 Board of Commissioners for approval; serve as the County's representative for all site visits, kick-off meetings, pre-construction meetings, and all other necessary meetings; and works closely with the Chief Financial Officer to coordinate draw-down requests in compliance with grant requirements.

Attends and represents the County at various meetings as well as training: attends and represents County administration at various board and committee meetings such as the Board of Commissioners, Airport Committee, Technical Review Committee, and Development Authority of Bulloch County; attends and often assists in conducting department head meetings of the County; 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 County Manager in gathering and interpreting data for studies, reports, and recommendations; coordinates related activities with other departments and agencies as needed; and assists the County Manager 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 County; and identifies, recommends, and implements needed changes, modifications and/or enhancements.

Assists in improving public relations for the County: 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 media accounts; coordinates with all departments, to update social media with relevant information, photos, and job postings.

Performs other related duties as required.

Minimum 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.

Performance Aptitudes

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to work with others to coordinate the more complex programs and more complex problems associated with the responsibilities of the job. Often represents the department and/or organization when dealing with others.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA Compliance

In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.

Created July 2019