JOB TITLE: ADMINISTRATIVE PROJECT LEADER

SUPERVISOR: MAYOR

FLSA STATUS: EXEMPT (FULL-TIME)

SCHEDULE: NORMAL BUSINESS HOURS (MONDAY – FRIDAY) SOME EVENINGS AND WEEK-END HOURS AS NEEDED

JOB SUMMARY: The Administrative Project Leader manages and undertakes a range of project research, analysis, reporting, implementation and administrative activities to support the development and delivery of projects primarily in support of the Mayor and secondarily in support of the Council and Law Director.

ESSENTIAL JOB FUNCTIONS:

Research, analyze, develop strategies and prepare required documentation associated with commercial, residential and related projects.

Leads and/or assists in researching, drafting, administratively implementing and monitoring applications for Federal and State grant programs, including Community Development Block Grant (CDBG) funds and other available grants.

Initiates planning, research, and marketing efforts to develop and implement a strategy related to the City’s focus areas in economic development

Research, develop, document and maintain procedures to ensure compliance with federal, state and local statues.

Interacts with various internal and external high level public and private individuals to provide information and/or assistance to address concerns/problems and/or obtain additional resources to accomplish same.

Informs the Mayor, Department Heads, and Council regarding pertinent internal and/or external developments and/or issues that may have an impact on the City.

Attends various government (Federal/State/County/Local) and private sector meetings, conferences, symposiums, seminars, hearings etc. as directed by the Mayor to represent the City.

Leads and/or assists in the identification and completion of special and/or legislative projects as directed by the Mayor, Law Director or the President of Council.

Assists the Mayor in project management for new and/or revisions to related projects or systems and coordinates the required efforts and resources to address same.
Assist with the branding/marketing of the City through an integrated marketing communications approach.

REQUIRED EDUCATION, BACKGROUND, KNOWLEDGE, SKILLS AND ABILITIES:

BS/BA or Associate Degree in Business Management, Finance, Computer Science with 3-5 years work experience in public sector or private sector related fields, including hands-on experience in software applications and web technologies.

Ability to identify and analyze problems, evaluate alternative solutions and make sound judgments.

Ability to communicate effectively both verbally and in writing with a variety of people including co-workers, other professionals, appointed and elected officials and the general public.

Possess good team working and organizational skills, including attention to detail and multi-tasking skills.

Possess a strong working knowledge of “Microsoft Office” (Word/Excel/Power point, etc.)

Ability to work under pressure and present and maintain an enthusiastic and confident personality.

Possess and maintain trustworthiness and confidentiality.

COMPENSATION:

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<th>START</th>
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