

Position Title: Project Lead

Employment Status: Full-time

FLSA Status: Exempt

GENERAL NATURE OF WORK:

This position performs highly responsible and complex management and administrative duties and undertakes a variety of special projects for the Village Manager; as appropriate assists the Village Manager with direction and coordination of the activities of all Village departments; directly supervises assigned program areas; promotes effective and efficient operations throughout the organization by facilitating interdepartmental cooperation and sharing of resources; provides responsible staff assistance to the Village Manager, Council, and Department Heads; and serves as acting Village Manager as required. Duties are performed under the limited direction of the Village Manager.

Experience Required: A BA/BS or equivalent experience in a related field is required. Must provide evidence of successful collaboration with co-workers, stakeholders and the public. Experience with grant applications and reporting requirements strongly recommended.

ESSENTIAL FUNCTIONS - EXAMPLES OF DUTIES:

Any one position may not include all of the duties listed nor do the listed examples include all duties which may be found in all positions in this class.

- Researches, identifies, develops, and implements projects needed to achieve Village goals in collaboration with the Village Manager, Council and Village staff.
- Represents the Village to external agencies, groups, organizations, and professional associates.
- Prepares budget estimates and controls expenditures of applicable funds as needed to achieve Village goals.
- Oversees and guides strategic planning activities, including all communications, budgeting and grant-seeking related to the strategic plan.
- Prepares and presents verbal and written presentations to the Village Manager, staff, Commissions, and Village Council as required.
- Research subjects and compiles and assimilates data and information into various special studies and reports to address all aspects of strategic plan, including goal setting and funding acquisition.
- Prepares a variety of reports, correspondence, and special studies.
- Develops short- and long-term goals for the Village in collaboration with the Village Manager, formulates methodology for obtaining goals, and implements and monitors progress.
- Performs any and all other duties as required.

ADDITIONAL EXAMPLES OF WORK PERFORMED:

- Addresses concerns, questions, and complaints from citizens and employees if related to project management.
- Attends Council or community meetings when necessary.
- Completes special projects as assigned.

DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to establish and maintain effective working relationships with Village Officials, Village employees, and the general public.
- Ability to maintain records efficiently and accurately.
- Ability to understand and execute complex oral and written directions.
- Skill in dealing clearly, tactfully, and courteously with the general public and Village employees.
- Skills in leadership, communications, listening, productive engagement, time management, organizational development, interpersonal relations.
- Ability to ethically and professionally manage confidential information.
- Ability to work under the limited direction of the Village Manager.
- General knowledge of standard office equipment and applicable software programs.

DESIRABLE TRAINING AND EXPERIENCE:

- Bachelor's degree from an accredited college or university with major course work in public or business administration, or a closely related field. Master's degree is preferred.
- Two (2) or more years of municipal government experience with supervisory experience at the Department Head level or above.
- A combination of training and experience which provides the necessary knowledge, skills, and abilities may be substituted for the required education and experience requirements.

NECESSARY SPECIAL REQUIREMENTS:

- Must maintain a valid Ohio Driver's License.
- Ability to work other than normal working hours.
- Work is conducted primarily in an office setting. Work involves frequent attendance at meetings, including many that may be conducted during the evening or on weekends, and irregular hours as necessary to meet deadlines and achieve objectives.