

## **SENIOR PROJECT MANAGER**

### **GENERAL STATEMENT OF DUTIES**

Performs difficult professional work in managing senior level projects and conducting other senior level planning activities.

### **DISTINGUISHING FEATURES OF THE CLASS**

Work in this class develops and manages planning efforts that originate from the agency, pertaining to community development, economic development, or any other type of community assistance/planning that is requested by member governments. The planning department exists to assist member governments develop and execute projects through all phases: project development, planning, and implementation. Work involves tasks such as facilitation, research, connecting with resource agencies, matching project to funding source, and grant writing and tracking. Considerable independence, judgment and decision-making are required by the employee. Work is performed under the regular supervision of the Director of Community and Economic Development.

### **TYPICAL TASKS**

- \* Writes and administers grants;
- \* Serves as an ARC planner.
- \* Assists in developing the annual comprehensive economic development strategy.
- \* Collects data and performs analysis.
- \* Serves as a coordinator and resource for a variety of regional planning activities.
- \* Coordinates plans and projects with partner agencies and member governments.
- \* Communicates via press, public input sessions, facilitation of work/planning sessions, with board members and local government staff.
- \* Represents the region in community and economic development initiatives.
- \* Performs related work as required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- \* Excellent written and verbal communications skills, including public speaking.
- \* Proficiency in Excel and other data analysis tools, as well as basic office software.
- \* Understanding of the prevailing issues facing Appalachian communities.
- \* Considerable knowledge of GIS.
- \* Some knowledge of group facilitation and mediation.
- \* Creative problem-solving skills to gather relevant information to solve vaguely defined practical problems.
- \* Knowledge of local government operations and state and federal programs and agencies that service local governments.
- \* Ability to manage a multitude of projects.
- \* Ability to plan for effective programs and services.

- \* Ability to establish and maintain effective working relationships with a variety of diverse constituent groups.
- \* Ability to write and administer grants.
- \* Ability to conduct complex research.
- \* Ability to plan and manage time.
- \* Ability to work with a variety of different agencies.

### **DESIRABLE EDUCATION AND TRAINING**

Any combination of education and training equivalent to an undergraduate degree in business administration, public administration or planning with some experience in local or regional planning. A master's degree in public administration, planning, or related field is strongly preferred.

### **PHYSICAL REQUIREMENTS**

Work in this class is generally sedentary. Work does require the ability to talk to stakeholders and conduct meetings, see printed materials and a computer screen, and the physical dexterity to operate a motor vehicle and office equipment. Work is required outside of the office so the ability to travel is a requirement of the job.

### **SPECIAL REQUIREMENTS**

Possession of a valid North Carolina driver's license and a satisfactory driving record.

### **FLSA STATUS**

Exempt