

City of Claremont, New Hampshire

Position Description

Position Title:	Planning & Development Project Manager	FLSA Status:	Exempt
Reports to:	Planning & Development Director	Union/Merit:	Merit
Department:	Planning & Development	Grade Level-Points:	9 - 555
		Revised/Updated:	04/10/05

Job Summary

Employee is responsible for assisting the Director of Planning & Development in coordinating with other departments as well as day to day management of specific development projects as assigned.

Essential Job Functions (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class)

1. Assist the Director of Planning & Development in the day to day management of special projects, particularly related to development and redevelopment efforts throughout the City.
2. Provide focus and support to catalyst projects that are most relevant to area initiatives for development and redevelopment, coordinating City participation in public/private developments including: developing project proformas and analyzing City participation in projects, identifying project elements and developing project management Gantt charts, assisting in developing and/or reviewing development agreements, establishing and monitoring project budgets, coordinating contracted or City work required as part of City development obligations with other department or divisions, process and approve payments to contractors and/or vendors and monitor and report on project status.
3. Perform special assignments as directed to include researching and preparing reports and findings, developing and implementing programs, and presenting technical data to staff, committees, elected officials, and others.
4. Coordinates the City's Planning & Development pertaining to planning, application, administration and implementation of Planning & Development Block Grants. Facilitates and administers all other Federal, state and local grants as assigned by the Planning & Development Director.
5. Prepares job specifications; cost estimates; distributes bid forms to contractors.
6. Write detailed or technical reports of all findings, conclusions, and recommendations based on a thorough analysis and interpretation of data for presentation to others.
7. Perform other related duties as assigned.

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Peripheral Duties

Attend council meetings as requested.

Perform the duties of subordinate personnel as needed.

Analyze and recommend improvements to equipment and facilities, as needed.

Participate in various committees.

Desired Minimum Qualifications

Education and Experience:

Bachelor's degree from a four (4) year college or university with major course work in Planning & Development, economic development, business or public administration, or closely related field; and five (5) years of responsible experience with municipal, state, or federal government, or performing work related to community and economic development in private business; or any combination of education, training and experience which provides the required knowledge, skills, and abilities required for the job.

Necessary Knowledge, Skills and Abilities:

Knowledge of:

- The development and redevelopment factors and economic development issues.
- The principles and practices of development and redevelopment.
- The principles and practices of economics, finance, and econometrics forecasting.
- The correct English usage, including spelling, grammar, punctuation, and vocabulary.
- The methods and techniques of research and statistical analysis.
- The computer applications related to the work. Specific skills related to Microsoft Word, Project, Schedule, Excel, Outlook, Power Point, and Access desired.
- Thorough knowledge of applicable laws, ordinances, and department rules and regulations.

Ability to:

- Prepare and present oral and written reports to groups of various sizes.
- Establish and maintain effective working relationships with businesses and public officials.
- Communicate both orally and in writing.
- Read and interpret documents such as safety rules, operation and maintenance instructions, and procedures.
- Read, analyze and interpret professional periodicals and journals, technical procedures and government regulations.
- Read and interpret building and site plans and other construction plans and documents.

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- Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Define problems, collect data, establish facts and draw valid conclusions.
- Maintain electronic and written records and prepare reports and to document any and all information pertaining to the activities and responsibilities of the position.
- Make accurate arithmetic calculations.
- Maintain effective working relationships with department heads, employees, City Council and the public and to deal with service problems courteously and tactfully.

Skill in:

- Organizing work, setting priorities, meeting critical deadlines, getting others to complete work assignments and following up assignments with a minimum of direction.
- Researching, compiling, and summarizing a variety of informational and statistical data and materials.
- Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.
- Accurately proofreading copy with accompanying knowledge of grammar, punctuation and spelling.
- Communicating clearly and effectively, orally and in writing.
- The use of the tools and equipment listed below.

Supervision Received

Works directly under the Director of Planning & Development in coordinating the efforts of special projects related to Planning & Development in Claremont. Assigned work is performed independently following established routines and procedures. Advice and assistance are available when unusual or difficult matters arise and the employee is expected to recognize such situations and bring them to the supervisor's attention. The work is reviewed for accuracy and compliance with instructions on a spot check-basis, observation or subsequent processing.

Supervision Exercised

An incumbent may or may not supervise others, but in any event the element of supervision is minimal, usually not more than two subordinate employees being involved. Because the incumbent does make decisions that are far-reaching, the work directly impacts the management of the entire agency.

Responsibility for Public Contact

Daily contact requiring courtesy, discretion, and sound judgment.

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Licensing & Certification

Must maintain any required approvals and designations as required.
Must maintain a valid motor vehicle operator's license.

Tools & Equipment Used

Personal computer including Microsoft Office software, accounting software, microfilm/fiche reader, motor vehicle, telephone, typewriter, calculator, copy machine, and fax machine etc

Typical Work Surface(s): Standard office desk and chair; tables; computer work station, wood, tile, cement and carpeted floors.

Typical Controls & Equipment: Calculator, computer, printers, telephone, typewriter, copy machine, fax machine, postage machine, folder/insertor, and various office equipment etc.

Typical Work Environment: Inside: 80% Outside: 20%

Summary of Occupational Exposures: May be exposed to cleaning fluids, copier toner, etc. as well as exposure to construction equipment, sunlight, insects, domestic and wild animals, and all New England weather conditions.

Physical Activity Requirements

Primary Physical Requirements

<u>LIFT up to 10 lbs.:</u>	Frequently required
<u>LIFT 11 to 25 lbs.:</u>	Occasionally required
<u>LIFT 26 to 50 lbs.:</u>	Rarely required
<u>LIFT over 50 lbs.:</u>	Not required

<u>CARRY up to 10 lbs.:</u>	Occasionally required
<u>CARRY 11 to 25 lbs.:</u>	Occasionally required
<u>CARRY 26 to 50 lbs.:</u>	Occasionally required

Other Physical Considerations

<u>Twisting:</u>	Occasionally required
<u>Bending:</u>	Occasionally required
<u>Crawling:</u>	Rarely required
<u>Squatting:</u>	Occasionally required
<u>Kneeling:</u>	Occasionally required
<u>Crouching:</u>	Occasionally required
<u>Climbing:</u>	Rarely required
<u>Balancing:</u>	Rarely required

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<u>CARRY over 50 lbs.:</u> Rarely required	<u>Grasping:</u> Frequently required
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<u>REACH above shoulder height:</u> Occasionally required	<u>Handling:</u> Frequently required
<u>REACH at shoulder height:</u> Occasionally required	<u>Torquing:</u> Occasionally required
<u>REACH below shoulder height:</u> Occasionally required	<u>Fingering:</u> Frequently required
<u>PUSH/PULL:</u> Occasionally required	
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During an 8-hour Day, Employee is Typically Required To:

	<u>Consecutive Hours</u>	<u>Total Hours</u>
Sit	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Stand	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Walk	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8

Cognitive and Sensory Requirements:

<u>Talking:</u>	Necessary for communicating with others.
<u>Hearing:</u>	Necessary for taking instructions and information.
<u>Sight:</u>	Necessary for performing job effectively and correctly.
<u>Tasting & Smelling:</u>	Not required for the performance of the functions of this position.

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