

# **APPALACHIAN COUNCIL OF GOVERNMENTS**

## **POSITION DESCRIPTION**

### **PROJECT MANAGER**

#### **GENERAL PURPOSE**

Performs a variety of routine and complex administrative, technical and professional work in the preparation and implementation of economic development and community development grants, plans, projects, programs and services. Reports to the Grants Services Director. May supervise support staff, part-time employees or interns, as assigned.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Prepares, writes and administers grant applications related to economic and community development.

Responsible for all phases of grants administration for economic and community development projects. Phases include public hearings, the development and preparation of applications, environmental reviews, the public procurement of professional services, construction management, labor standards, employee interviews, payment of contracts, oversight of project budget, jobs and low income beneficiaries' monitoring, project closeout, and all paperwork and forms required by the Department of Commerce.

Assists local governments in the development of short and long range economic and community development plans; gathers information on applicable grant programs; coordinates activities with other departments and agencies as needed.

Provides technical and professional assistance; makes presentations to public officials, supervisors, boards, commissions, civic groups and the general public. Provides information on economic and community development issues, programs, services, and plans.

Conducts needs assessments for local governments, including public hearings. Prepares needs assessment documents.

Responds to requests for information for economic and community development purposes. Responds to local government officials and employees inquiring about local economic and community development activities and opportunities.

Assists with grant programs as requested including CDBG, EDA, USDA and other grant programs.

Prepares a variety of studies, reports and related information for decision-making purposes.

Monitors local, state and Federal legislation and regulations relating to economic and community development, and reports findings, trends and recommendations to supervisor.

Prepares graphics, charts, tables, promotional materials, website updates etc. for economic and community development activities.

Serves when assigned as a member of an economic development task force composed of private, local, county or state groups.

### **PERIPHERAL DUTIES**

Serves as a member of various staff committees as assigned.

Attends professional development workshops and conferences to keep abreast of trends and developments in the field of grant development and administration.

Assists other staff members as needed.

Performs other related duties as required.

### **DESIRED MINIMUM QUALIFICATIONS**

#### Education and Experience:

- (A) Bachelor's degree in urban planning, business or public administration, economics, political science, finance, or a related field, and
- (B) Two (2) years related experience; or
- (C) Any equivalent combination of education and experience.

#### Necessary Knowledge, Skills and Abilities:

- (A) Considerable knowledge of economic development and community development. Working knowledge of municipal zoning and infrastructure. Working knowledge of planning programs and processes.
- (B) Grant management experience.
- (C) Skill in the operation of the listed tools and equipment.
- (D) Ability to communicate effectively orally and in writing with industrialists, architects, contractors, engineers, local officials, developers, owners, supervisors, employees, and the general public. Ability to establish effective working relationships.

### **SPECIAL REQUIREMENTS**

Valid SC Driver's License or ability to obtain one.

### **TOOLS AND EQUIPMENT USED**

Personal computer, including word processing; motor vehicle; calculator; phone; copy and fax machine.

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

*The physical demands and work environment described are representative of activities required and work environment encountered while performing the essential functions of this job. Reasonable accommodations may be made to allow individuals with disabilities to perform the essential functions.*

- Work is performed mostly in office settings. Some outdoor work is required in the inspection of various sites for environmental assessment and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
  - The employee is occasionally required to stand or sit; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk or hear.
  - The employee must occasionally lift and/or move up to 20 pounds.
  - Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
  - While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, or airborne particles.
  - The noise level in the work environment is usually quiet in the office, and moderate in the field.
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*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

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Send resumes to Arlene Young, ACOG, PO Box 6668, Greenville, SC 29609 or emailed to [ayoung@scacog.org](mailto:ayoung@scacog.org)