

SAGINAW CHARTER TOWNSHIP JOB DESCRIPTION

Project Manager

\$71,593.60 - \$79,019.20

Supervised By: Township Manager
Supervises: No Direct Supervisory Responsibility

Position Summary:

Under the supervision of the Township Manager, performs a wide variety of responsible, complex and confidential administrative duties in support of the Township Manager and Township Board; performs duties that require considerable confidentiality, initiative, tact, mature and independent judgment; strong interpersonal and organizational skills; coordinates meetings and activities with other departments and outside agencies.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

General Functions

1. Assists and supports the Township Manager and Township Board by carrying out administrative assignments.
2. Handles long-term projects to assist Township Manager in strategic planning initiatives, capital improvements, policy writing, policy enforcement, etc.
3. Initiates and responds to written and verbal correspondence. Handles confidential, and attorney-client privileged information assisting the Manager and Township Board.
4. Composes, edits, and distributes correspondence and provides excellent customer service. Also handles all Township Social Media, and develops and implements a Township Newsletter / information distribution.
5. Provides information to other departments, community organizations, committees, and the public involving specialized and technical subject matter.
6. Establishes and maintains comprehensive and confidential files on personnel, policies, records, reports, reference materials, codes, ordinances and communications. Coordinates mandatory employee training and maintains files of trainings having been completed.

7. Researches information to find overall best practices to recommend for implementation by the Township Board and the Township Manager.
8. Operates and assists staff on the proper use of computers and other technological devices.
9. Develop recommendations for improving departmental operations and procedures.
10. Assists with staff reports, resolutions, routine documents and other forms of communications.
11. Prepares complex statistical, financial, administrative and budget reports.
12. Performs other duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by personnel assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

Required Knowledge, Skills, Abilities, and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- Five (5) or more years of public sector experience preferred. Areas of desired expertise include: Grant writing, policy writing, budget creation / management, social media knowledge, and more.
- A four (4) year degree in Public Administration, Business / Business Administration, Planning, or a closely related field.
- Human Resources experience preferred. Society for Human Resource Management (SHRM) qualifications desired / Ability to receive SHRM Certification.
- Three (3) years of increasingly responsible experience involving at least one year of administrative office support services to a manager at an executive, division or department head level.
- A Michigan Vehicle Operator's License.
- Thorough knowledge and understanding of the organization and structure of municipal governments; modern office terminology and procedures; telephone techniques; time management techniques; human relations and organizational skills; letter and report

composition, grammar and punctuation; computer software applications including word processing, spread sheets and database programs.

- Ability to demonstrate tact and discretion in preparing, disclosing and handling information of a confidential, controversial and sensitive nature; establish work priorities and remain flexible; efficiently respond in a calm and effective manner to a variety of demands and projects; demonstrate effective verbal and written communication skills; meet established deadlines; understand and interpret laws, procedures, codes, policies and guidelines; coordinate information, arrangements and correspondence with minimum review; establish and maintain good working relationships with all levels of the organization and the public; communicate clearly and distinctly with visitors and telephone callers; provide courteous information and service to the public and other Township staff; organize and maintain complex record and filing systems; type accurately at a speed necessary for completing documents as needed; prepare a variety of documents, reports and records; work independently and make sound decisions.
- Ability to learn, retain and use technical terminology, equipment and computer applications. Ability to remain calm in difficult situations and maintain mental alertness and stamina to perform routine and specialized duties for long periods of time.

Physical Demands on Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate with others and visually inspect and create written documents. The employee frequently is required to stand, walk, use hands to finger, handle, or feel and reach with hands and arms and travel to other locations. The employee must occasionally lift and/or move items of light weight.