



## **INTERNAL/EXTERNAL POSTING**

### **Utilities Department**

### **Position: Project Manager**

The City Commission desires candidates who are visionary, innovative and team oriented in their approach, and able to employ a style that engenders mutual trust and openness with community Partners and Stake holders. This is a highly responsible professional, technical and administrative work of considerable difficulty researching, developing and monitoring grants and infrastructure projects. **This position reports to the Infrastructure Director.**

#### **Duties:**

- Accurately complete administrative forms and reports in a timely fashion, for Utility/Grants projects.
- Adheres to all rules, regulations, and procedures necessary to maintain required licenses, certificates, and/or registrations and meet reporting deadlines.
- Represent City at meetings/workshops/seminars and participate in discussion, as needed.
- Carry out job functions with or without supervision.
- Carry out job functions without posing a direct threat to the health or safety to self or others.
- Communicate effectively and professionally.
- Exercise sound judgment in evaluating situations and in making decisions in the best interest of the City.
- Maintain acceptable attendance standards.
- Maintain confidentiality of information.
- Request and provide assistance when appropriate.
- Understand and comply with the City Personnel Policies and Procedures and State and Federal regulations.
- Work courteously and tactfully when dealing with others.
- Works in coordination with others and other Departments.
- Work under pressure.
- Effectively and efficiently use budgeted funds, personnel, equipment, materials, facilities and time.

- Establish and maintain effective working relationships with the public, peers, subordinates and supervisors.
- Work as liaison between City and consultants in Grants and pending projects.
- Writes, reviews, monitors and disseminates information regarding state, local, federal, corporate and foundation grants, and ensures that grants are administered in accordance with local, state and federal policies. Coordinates and manages the implementation of projects to completion.
- Exercises considerable initiative and independent goals, objectives and activities.
- Must work effectively with other City departments, representatives of other governmental agencies, community and civic organization, elected and appointed officials, consultants and vendors.
- Work performed under the general direction of an administrative superior. Work is reviewed through conferences, observation, reports and via program effectiveness and efficiency.
- Performs other duties as needed.
- Employee will meet all deadlines given. This position requires prompt, accurate deadline submissions.

**Educational Requirements:**

- Bachelor’s Degree preferred in project management or related field. Such as work in Public Administration, Environmental Science, Community Planning/Development, Communications, and Project Management.
- Must have at least two years’ experience involving technical level work in comprehensive research projects preferably with at least one (1) year in preparing, administering grants and Project Management, preferably in Utilities.
- Additional qualifying work experience may be substituted for the college level educational requirement certifications or license may be substituted for educational requirements.

**Professional Licenses:**

- Must possess a valid Florida Class “E” Driver’s License.

To apply complete employment application which is available on the City website [www.bunnellcity.us](http://www.bunnellcity.us) (application is located in the employment/open positions tab). Send personal resume and City application to: City of Bunnell, Attn: Christine Hancock, P.O. Box 756, Bunnell, FL 32110, or via email to [chancock@bunnellcity.us](mailto:chancock@bunnellcity.us) (386) 263-8806.

**Pay: \$20.19 per hour**  
**Open date: 3/3/2019**  
**Closes Open Until Filled**

**City of Bunnell has a zero-tolerance drug policy and complies with EEO policies.**