Central Virginia Planning District Commission
Classification Description

Classification Title: Special Projects Manager
Department: CVPDC
Supervisor: Planning and Development Director
Pay Grade: 109
FLSA Status: Exempt

General Statement of Job

The Special Projects Manager performs professional planning and project management duties managing a variety of professional-level projects and assignments that will benefit the Central Virginia Planning District Commission (Commission) and member localities. The Special Projects Manager also provides support and innovative ideas for communications and public information on both regional and local levels.

Specific Duties and Responsibilities

Essential Functions:

Manage grants and projects as assigned, including advertising, public hearings, community meetings, stakeholder groups, and grantor reports. Perform independent research for new grants and projects and develop potential project concepts.

Prepare reports, resolutions, public notices, and memoranda as appropriate. Provide project management and communications services to localities as requested. May be asked to assist with the development of the Department of Housing and Community Development annual report

Explore and initiate new projects that will benefit the Commission, member localities, and the region.

Coordinate study projects with participating agencies, oversee the collection and analysis of data, prepare reports, and develop recommendations for the implementation of short- and long-range regional plans and programs.

Assist localities and development agencies in developing and activating projects and programs, securing funding, continuing operations, and monitoring of programs.

Provide staff support to Commission committees as needed.

Perform other duties as assigned.

Knowledge, Skills, and Abilities:

General knowledge of the theories, principles, practices, and techniques of rural and urban planning.

General Knowledge of the State statutes and local government ordinances governing planning and public administration.

Knowledge of local government.

Ability to communicate effectively both orally and in writing.

Ability to interpret and analyze technical and statistical information and to communicate that information effectively in writing and orally.

Ability to research and prepare clear, concise, and well-organized technical reports.

Ability to plan, schedule, supervise, and evaluate a wide range of programs.

Ability to organize work with minimal supervision and execute multiple tasks simultaneously.

Ability to plan and accomplish goals, using skillful problem-solving techniques.

Ability to work under pressure, within time restraints, using judgement, discretion, and initiative.

Ability to establish and maintain effective working relationships with the public, community groups, staff, State and Federal officials, and local appointed and elected officials.

Ability to work as part of a team and to adapt work habits and procedures as necessary to accommodate the organization.

Ability to work flexible hours, including evenings on occasion.

General understanding and ability to utilize the Commission's adopted software platforms including Microsoft Office Suite.

Education and Experience

Bachelor's Degree from an accredited four-year college or university with major work in public administration, public policy, government, city & regional planning, geography, or a related field.

Three (3) years of related experience or an equivalent combination of education and experience may be substituted.

Physical Conditions and Work Environment

Work is normally performed in an office environment in a seated position; work occasionally is outside at a project site. Job requires frequent use of hands and fingers to operate a computer and other equipment, and to reach with hands and arms. Occasionally required to stand, walk, bend, stoop, kneel, crouch, or crawl and occasionally lift or move objects of up to 30 pounds. Requires close vision and ability to adjust focus.

<u>Date Approved:</u>   January 20, 2017

<u>Date Amended:</u>