

**CLASS SPECIFICATION**

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Manager, Projects**Class Code: 1523NE****WC Code: 5606****Pay Grade: CC14****JOB SUMMARY**

Performs highly responsible administrative and technical project management duties for a variety of County projects, including public works construction, maintenance and repair projects, information technology projects, environmental and conservation projects, landscaping projects, or other projects as assigned. Work includes reviewing and preparing engineering design, proposals, cost estimates, contract documents, day-to-day administration of project activities, management of consultant and construction contracts, and preparing and submitting reports.

ESSENTIAL JOB FUNCTIONS

- Develops projects in area of assignment by evaluating and identifying needs and requirements, preparing appropriate preliminary designs or acquisition procedures, providing estimate of project costs, and preparing contract bid documents.
- Coordinates process for bidding and contracting of services of various project components, including preparing Requests For Proposal (RFPs) and bid packages, conducting pre-bid and pre-construction meetings, participating in contract negotiations, and participating in the selection of vendors and awarding of contracts.
- Performs day-to-day administration of assigned projects, including monitoring budget and expenditures, updating schedules, monitoring progress of project, processing purchase orders, work orders and invoices, ensuring adherence to contract requirements, etc.
- Facilitates and coordinates project meetings, communications, and work activities between key business units, project teams, government agencies, and other participants; assists in resolving problems or conflicts; recommends solutions to problems and facilitates implementation; and meets with regulatory agencies and negotiates permit conditions if needed.
- Provides technical advice, information, and assistance in the area of assignment to consultants, contractors, engineers, other County officials, and the public regarding applicable procedures, regulations, and standards.
- Designs minor improvement and maintenance projects.
- Reviews plans and reports submitted by private consultants and contractors.

- Develops and maintains list of potential projects for assigned program or division; and analyzes and prioritizes projects for maximum impact and return on investments.
- Prepares progress reports on assigned projects.
- Attends progress and planning meetings with stakeholders, property owners, property owner associations, advisory committees, and other County departments and staff to discuss ongoing and proposed projects.
- Assists in awareness campaigns and public relations initiatives regarding assigned projects; serves as the project liaison to the public, property owners, media, other government agencies, and other County departments/officials; solicits input and feedback; coordinates public relations and education activities; responds to inquiries; makes presentations; and develops press releases and public information materials for distribution.
- Assists in establishing annual budget and work programs in area of assignment.
- May be responsible for the selection, placement, promotion, training, development, discipline, safety, and appraisal of assigned employees.
- Provides exceptional customer assistance, problem-solving, and/or complaint resolution by all forms of communication.

QUALIFICATIONS

Education and Experience:

An equivalent combination of relevant training, education and experience:

- Bachelor's Degree:
 - Preferred:
 - Construction Management
 - Engineering
 - Information Technology (I.T.)
- Three (3) years of experience in construction, I.T. or project management experience

Licenses and/or Certificates:

- Must maintain a valid driver's license.

Knowledge, Skills and Abilities:

- Knowledge of departmental policies, plans, and procedures.
- Knowledge of modern office practices, plans, and procedures.
- Knowledge of Microsoft Word, Excel, PowerPoint, and other job-related computer programs and software applications.
- Knowledge of operations and practices of local government; ability to analyze and interpret departmental functions, procedures and policies.
- Knowledge of principles pertaining to the area of assignment, such as civil engineering and/or solid waste engineering principles, construction techniques and practices, environmental land acquisition and management.
- Knowledge of State and federal permitting, design and construction specifications, and code requirements.

- Strong quantitative skills, including the ability to calculate items such as stormwater systems, pavement structural capacity, roadway geometrics, or acreage as they apply to assigned area of work or discipline.
- Strong analytical and research skills; ability to ascertain priorities and meet deadlines and objectives.
- Strong written and oral communication skills including public speaking and the ability to develop effective proposals and maintain accurate records and reports.
- Skill in the use of standard office computer equipment and software applications including word processing, spreadsheets, databases, project management, and CADD, as required.
- Skill in prioritizing and organizing work.
- Skill in the use of office equipment such as a computer, multi-line telephone system, scanner, fax machine, and copier.
- Ability to determine requirements, provide design and estimate costs for the proposed projects; to design and estimate maintenance and minor improvement projects and to assess needs and benefits of projects for the benefit of the County.
- Ability to review project plans and specifications submitted by consultants for accuracy and workability and to apply knowledge and field experience in the most cost-effective way meeting program requirements.
- Ability to assess processes and operational performance and to make appropriate adjustments to maximize efficiency, quality of output and operational performance.
- Ability to make decisions recognizing established precedents and practices and to use resourcefulness and tact in solving new problems.
- Ability to exercise judgment and discretion in applying and interpreting department rules, regulations, policies, and procedures.
- Ability to perform light manual labor as required, sometimes under unfavorable weather conditions.
- Ability to provide internal/external guidance and customer assistance via all forms of communication.
- Ability to use computers for data entry, word processing, and/or accounting purposes.
- Ability to author reports, business correspondence, and procedure manuals.
- Ability to establish and maintain effective working relationships with managers, service providers, other employees, and the general public.

PHYSICAL DEMANDS

Walking, sitting, hearing, climbing, stopping, bending, seeing up close and far away, talking, standing, finger movement, repetitive motions. Dependent upon position assignment, may frequently lift 25-50 pounds and occasionally up to 50 pounds.

WORK ENVIRONMENT

Work is performed indoors and outdoors and requires some exposure to environmental changes (e.g., outdoor weather and/or field conditions, warehouses, covered loading docks, garages, etc.) or irate customers, extreme noise, odors, heights and/or dust.

RISK/SAFETY CONDITIONS

The position requires some exposure or risk to physical health and/or physical safety (e.g., exposure to environmentally hazardous material, assault and battery, heavy equipment, communicable disease, etc.).

Employee Signature

Print Name

Date

Charlotte County is an Affirmative Action/ADA/Veterans' Preference and Equal Opportunity Employer. Women, Minorities, and Persons with Disabilities are Encouraged to Apply.

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Manager, Recovery**Class Code: xxxxNE****WC Code: 8810****Pay Grade: CC20****JOB SUMMARY**

Provides highly responsible professional, administrative, analytical and technical support in recovery management, with responsibility for identifying, seeking, securing, and coordinating grants to fund and offset County (taxpayer) costs. Works closely with all County departments, outside agencies, entities, and other governmental units to ensure that the recovery projects are within the County's Recovery budget and are compliant with applicable State and federal laws.

ESSENTIAL JOB FUNCTIONS

- Directs the development and implementation of recovery goals, objectives, policies and priorities; confers with administrators, managers, supervisors, and employees regarding County policies, programs, and procedures specifically as it relates to FEMA Public Assistance and Insurance.
- Coordinates recovery efforts across vendors, departments, Risk Management and with contracted support.
- Assists the Board of County Commissioners with requests for information.
- Conducts training and exercises: plans, schedules and facilitates classes; coordinates training activities with County staff, volunteers, and other emergency preparedness agencies and organizations; prepares and/or provides training materials; attends and implements emergency exercises; mediates critiques; and makes recommendations for improvements and changes to emergency management plans.
- Provides analysis and technical expertise in response to, and recovery from, emergencies and disasters in both the Emergency Operations Center setting, as well as in the field.
- Coordinates with federal, state, County, city, private, and volunteer entities dealing with recovery planning issues.

- Responds to major/critical incidents and/or disasters: provides logistical support to emergency personnel; and facilitates communication between employees, citizens, volunteers, local government agencies, etc.
- Provides direction and guidance on County recovery publicity initiatives and strategies.
- Reviews applicable County recovery policies and procedures to resolve problems and issues; prepares correspondence, memoranda, and reports.
- Works with County Attorney's Office on legal issues and questions.
- May represent the County at a variety of community functions and events and/or on committees, boards, commissions, and other advisory bodies.
- Provides administrative supervision and liaison duties to vendors, departments and programs as assigned in areas of the recovery efforts.
- Directs and participates in various committees and task forces.
- Provides exceptional customer assistance, problem-solving, and/or complaint resolution by all forms of communication.

QUALIFICATIONS

Education and Experience:

An equivalent combination of relevant training, education and experience:

- Bachelor's Degree:
 - Preferred:
 - Emergency Management
 - Business Administration
 - Public Administration
- Five (5) years of experience in emergency management, public safety or related field, to include lead or supervisory experience.

Licenses and/or Certificates:

- Must maintain a valid driver's license.
- Must possess and maintain:
 - Florida Professional Emergency Manager certification or
 - Emergency Management Certified Emergency Manager through the International Association of Emergency Management.

Knowledge, Skills and Abilities:

- Knowledge of departmental policies, plans, and procedures.
- Knowledge of Microsoft Word, Excel, PowerPoint, and other job-related computer programs and software applications.
- Knowledge of operations and practices of local government; ability to analyze and interpret departmental functions, procedures and policies.
- Ability to exercise judgment and discretion in applying and interpreting department rules, regulations, policies, and procedures.
- Detailed knowledge of the FEMA Public Assistance Program and the latest version of the Public Assistance Program Policy Guidance.
- Knowledge of the Florida Recovery Obligation Calculation program.

- Knowledge of local, state, and federal Disaster Preparedness ordinances, regulations, and guidelines.
- Expertise in developing and overseeing emergency management strategies and procedures to ensure organizational resilience and swift crisis response.
- Knowledge of the geography and special characteristics of the various parts of Charlotte County, adjoining communities, and the City of Punta Gorda.
- Proven ability to exercise judgment in decision making during emergencies and other high-pressure situations.
- Ability to make recommendations and to use resourcefulness and tact in solving problems.
- Proficient in collaborating with vendors and external partners to support efficient operations and ensure seamless recovery across pre-, during-, and post-activation phases.
- Strong quantitative, analytical and research skills; ability to ascertain priorities and meet deadlines and objectives.
- Strong written and oral communication skills to include public speaking and the ability to develop effective proposals.
- Strong abilities to analyze data and leverage software for the purpose of situational awareness and real-time tracking.
- Strong ability and experience in software applications for data visualization, such as Power BI and ARC GIS.
- Ability to establish and maintain effective working relationships.
- Ability to provide internal/external guidance and customer assistance via all forms of communication.
- Strong coordination and project management abilities.
- Strong written and oral communication skills including public speaking and the ability to develop effective proposals and reports.
- Skill in prioritizing and organizing work.
- Ability to analyze and interpret departmental rules, regulations, procedures and policies and exercise judgment and discretion in application.
- Ability to ascertain priorities and meet deadlines and objectives.
- Ability to understand the implications and influences of the political arena.
- Ability to make recommendations and to use resourcefulness and tact in solving new problems.
- Ability to plan, organize, direct, and appraise the work of professional, technical, and clerical personnel.
- Ability to maintain accurate records and reports.
- Ability to work independently.
- Ability to operate a motor vehicle.
- Ability to foster positive and productive community relationships and maintain a positive public profile.
- Ability to author reports, business correspondence, and procedure manuals.
- Ability to establish and maintain effective working relationships with managers, vendors, other employees, and the general public.

PHYSICAL DEMANDS

Walking, sitting, hearing, seeing up close, seeing far away, stooping, lifting, talking, standing, finger movement, repetitive motions, depth perception.

WORK ENVIRONMENT

Work is performed in a relatively safe, and secure work environment.

RISK/SAFETY CONDITIONS

The position requires no exposure or risk related to physical and/or mental health and safety.

Employee Signature

Print Name

Date

Charlotte County is an Affirmative Action/ADA/Veterans' Preference and Equal Opportunity Employer. Women, Minorities, and Persons with Disabilities are Encouraged to Apply.