

Deming Luna County Economic Development, Inc.

Job Description

**Job Title:** Project Manager

**Job Description:** Incumbent is required to be the lead on Phase I of the Revitalization Project on the West side of town. Responsible for project management including administration, operations, planning, design oversight, budgeting, inspection, quality control, and participation in grant administration and execution. This position will include liaison duties and attendance at designated board or commissions meetings. This may include preparing written and oral presentations on operational and community planning issues to all levels of the organization including citizen groups.

**Essential Duties & Responsibilities:** (Illustrative Examples of Work)

*(Position may not include all of the duties listed, nor do the examples cover all duties which may be performed.)*

- Provides assistance in the development of short and long-range plans and projects; gathers interprets, and prepares data for studies, reports and recommendations, coordinates project activities with other departments or committees/agencies as needed;
- Provides planning and development advice to supervisors and other officials; makes private and public presentations to supervisors, boards, commissions, civic groups and the general public;
- Communicates officials plans, programs, policies and procedures to staff and the general public;
- Develops work procedures to expedite workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations;
- Maintains accurate and complete records of project activities and records relating to development and implementation of programs and projects;
- Provides staff support to various boards, commissions, agencies as directed;
- Researches, compiles necessary data, writes and submits grants. Administers approved/funded grants;
- Attends professional development workshops and conferences to keep abreast of trends and developments as needed;
- Assists in design of assigned economic development projects;
- Project Management—Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and within budget; Manages project team activities;
- Coordinates projects with external agencies and other utility companies as needed;
- Reviews construction plans for compliance with City/State/Federal regulations, codes and standards;

- Position may be subject to extended work hours, including evenings and weekends;
- Performs other duties as assigned.

### **Supervisory Responsibilities:**

May directly supervise staff and employees of project and associated subordinates for assigned projects. Carries out supervisory responsibilities in accordance with organizational policy and applicable laws. Responsibilities may include interviewing, hiring and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

### **Competencies:**

*To perform this job successfully, and individual should demonstrate the following competencies:*

- Analytical- collects and researches data; uses intuition and experience to compliment data; designs work flows & procedures
- Design- generates creative solutions; uses feedback to modify designs, demonstrates attention to detail.
- Problem Solving- identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.
- Project Management- develops project plans; schedule and budget as needed; coordinates projects; communicates change and progress; completes projects on time and budget.
- Technical Skills- assesses own strengths and weaknesses; strives to continuously build knowledge and skills; shares expertise with others.
- Customer Service- manages difficult or emotional customer situations; responds promptly to customer needs; responds to requests for service and assistance; meets commitments.
- Interpersonal Skills- Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others ideas and tries new things.
- Oral Communication- speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings.
- Written Communication- writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet work needs; presents numerical data effectively; able to read and interpret written information.
- Teamwork- balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contribute to building a positive team spirit.
- Leadership- exhibits confidence in self and others; inspires and motivates others to perform well; effectively influences actions and opinions of others; accepts feedback from others; gives appropriate recognition to others.



- Business Acumen- understands business implications of decisions; demonstrates knowledge of market and competition; aligns work with strategic goals.
- Cost Consciousness- works within approved budget; develops and implements cost saving measures; conserves organizational resources.
- Diversity- demonstrates knowledge of EEO policy; shows respect and sensitivity for cultural differences; educates others on the value of diversity.
- Ethics- treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values.
- Organizational Support- follows policies and procedures; completes administrative tasks correctly and on time; supports organizations goals and values.
- Strategic Thinking- develops strategies to achieve organizational goals; understands organization's strengths and weaknesses; adapts strategy to changing conditions.
- Judgment- displays willingness to make decisions; includes appropriate people in decision making process; makes timely decisions.
- Motivation- demonstrates persistence and overcomes obstacles; measures self against standard of excellence; takes calculated risks to accomplish goals.
- Planning/Organizing- prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives.
- Professionalism- approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.
- Quality- demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.
- Quantity- completes work in a timely manner; strives to increase productivity; works quickly.
- Safety and Security- observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.
- Adaptability- adapts to changes in the work environment; manages competing demands; changes approach or method to best fit situation; able to deal with frequent change, delays, or unexpected events.
- Attendance/Punctuality- Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.
- Dependability- follows instructions, reads to management direction; takes responsibility for own actions; keeps commitments; completes tasks on time or notifies appropriate person with an alternate plan.
- Initiative- volunteers readily; undertakes self-development activities; looks for and takes advantage of opportunities; asks of and offers help when needed.
- Innovation- displays original thinking and creativity; meets challenges with resourcefulness; generates suggestions for improving work; develops innovative approaches and ideas.

### **Qualifications:**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Desired requirements listed below are representative of the knowledge, skill, and or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### **Education and/or Experience**

- Graduation from an accredited college with a bachelor's degree in Project Management or a closely related field; OR 5-7 years related management level experience or equivalent combination of educations and experience. Supervisory experience is preferred.

### **Language Skills**

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to question from groups of managers, clients, customers, and the general public.

### **Mathematical Skills**

- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

### **Reasoning Ability**

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **Certificates, Licenses, Registrations**

- Valid New Mexico Driver's License
- Valid New Mexico Server's License

### **Physical Demands:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities.*

- While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms. The employee is required to sit; climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and or move up to 25

pounds. Specific vision abilities required by this job to include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

### **Work Environment**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this 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 exposed to outside weather conditions. The noise level in the work environment is usually moderate.