

GAYLORD BUSINESS CORRIDOR TIGER GRANT

JOB TITLE: Project Manager (Construction)

DEPARTMENT: Otsego County Economic Alliance (OCEA)

REPORTS TO: Executive Director

APPROXIMATE STARTING SALARY: \$40-45.00/hr

Position Summary

This position is grant funded and will be a direct hire by the OCEA. Under the direction of the OCEA Executive Director (ED), the Project Manager (PM) is responsible for the operational activities related to the management and oversight of the Gaylord Business Corridor (GBC) construction projects. The PM will be responsible for assisting in the development, review and maintenance of all construction-related verbal and written communications, completion of regulatory documents required for compliance by external funding sources such as federal, state and private agencies, develop and monitor project metrics, ensure the appropriate training and cross-training of consulting staff, as appropriate represent the GBC TIGER Grant and OCEA at public meetings, establish and maintain working relationships with the ED, OCEA Board of Directors, employees, external contractors, granting agencies and community organizations.

Duties and Responsibilities

Project Management

- ❖ Creates and executes project work plans and revises as appropriate to meet changing needs and requirements of the project
- ❖ Work with the States' Departments of Transportation, Regional Planning Organizations (RPOs) to coordinate, identify, and communicate planning efforts from both a physical planning and fiscal programming perspective
- ❖ Coordinate key messages and outreach efforts in conjunction with the Research Director and Media/Educational Specialist to build synergies with other groups and initiatives
- ❖ Manages the day-to-day operational aspects of the GBC projects and scope
- ❖ Reviews deliverables prior to submission
- ❖ Effectively applies and enforces project standards
- ❖ Prepares for meetings, reviews/audits and quality assurance procedures
- ❖ Ensures project documents are complete, current, and archived appropriately

Project Accounting

- ❖ Determines the appropriate revenue recognition, ensures timely and accurate invoicing, and monitors receivables for GBC projects
- ❖ Follows up with clients, when necessary, regarding unpaid invoices
- ❖ Analyzes project revenue and utilization

Financial Management

- ❖ Understands billing procedures
- ❖ Accurately forecasts revenue and utilization
- ❖ Assures project legal documents are completed and signed
- ❖ Understands federal regulation requirements and compliance

Communication

- ❖ Represents the GBC TIGER Grant to a broad base of public and private organizations; clearly defining the goals and objectives of the construction project, its significance and outlining the potential benefits
- ❖ Facilitates team and client meetings effectively
- ❖ Holds regular status meetings with the ED and project team
- ❖ Effectively communicates relevant project information to the ED, Board of Directors and project team
- ❖ Delivers engaging, informative and well-organized presentations
- ❖ Resolves and/or escalates issues in a timely fashion
- ❖ Understands how to communicate difficult/sensitive information tactfully

Technical Understanding

- ❖ Understands Internet, Intranet, Extranet and client/server architectures
- ❖ Maintains awareness of new and emerging technologies and the potential application on client engagements

Leadership

- ❖ Challenges others to develop as leaders while serving as a role model
- ❖ Manages the development of the GBC team by ensuring, when possible, that project tasks are in line with each team member's abilities and appropriate roles
- ❖ Inspires team members to attain goals and pursue excellence
- ❖ Identifies opportunities for improvement and makes constructive suggestions for change
- ❖ Manages the process of innovative change effectively
- ❖ Remains on the forefront of emerging industry practices

Teamwork

- ❖ Consistently acknowledges and appreciates each team member's contributions
- ❖ Effectively utilizes each team member to his/her fullest potential
- ❖ Motivates team to work together in the most efficient manner
- ❖ Keeps track of lessons learned and shares those lessons with team members
- ❖ Mitigates team conflict and communication problems
- ❖ Plans and facilitates regular team activities outside of the office

Client Management

- ❖ Manages day-to-day client interaction
- ❖ Sets and manages client expectations
- ❖ Communicates effectively with clients to identify needs and evaluate alternative solutions
- ❖ Continually seeks opportunities to increase customer satisfaction and client relationships

Internal Operations

- ❖ Suggests areas for improvement in internal processes along with possible solutions
- ❖ Complies with and helps to enforce standard policies and procedures

Education and Training

Bachelor's degree in related field is required; a Masters degree is preferred. Experience in strategic project management, federal grant management and staff development is required. Ability to define and evaluate problems, establish facts, and draw valid conclusions with viable resolutions, practical experience in a variety of technical instructions such as proficiency in Microsoft Word, Excel, PowerPoint and the Internet are required. Ability to handle multiple priorities and meet deadlines, strong organizational, interpersonal, and communication skills are necessary, must be able to work independently and maintain a flexible work schedule.