CITY OF CONCORD
CLASS SPECIFICATION

CLASS TITLE: ASSISTANT FOR SPECIAL PROJECTS **JOB CODE: 1012**
DEPARTMENT: CITY ADMINISTRATION **DATE: 2/08**
REPORTS TO: CITY MANAGER

JOB SUMMARY:

Works directly under the City Manager coordinating the efforts of special projects and the overall management of the grants program in Concord. Employee is responsible for assisting the City Manager in coordinating with departments, special projects in the areas of economic development, conservation, historic preservation, and overall community improvements.. The employee will act as a catalyst in assigned areas, as well as manage the day to day efforts of specific projects as assigned.

ESSENTIAL JOB FUNCTIONS:

Assists the City Manager in the day to day management of special projects, particularly related to complex development and redevelopment efforts throughout the City.

Provide focus and support to catalyst projects that are most relevant to area initiatives for development, redevelopment, conservation, historic preservation and community improvements, coordinating City participation in public/private partnerships: developing project proformas and analyzing City participation in projects, identifying project elements and developing project management plans, assisting in developing and negotiating and/or reviewing agreements, establishing and monitoring project budgets, coordinating contracted or City work required as part of City obligations with other department or divisions., process and approve payments to contractors and/or vendors and monitor and report on project status.

Assists the City Manager and management team in the preparation of the City's Annual Operating and Capital Budget.

Responsible for coordinating and completing land acquisition and land disbursals for the City.

Works with the City Manager to manage communications and public relations efforts of the City.

Plans, organizes and provides management direction to the Grants and Project Specialist to increase efficiency and effectiveness; prepares strategic plans and annual work objectives.

Works with upper management to keep them informed on key issues and progress toward objectives and to gain their support and approval; makes recommendations to assist management in making needed improvements.

Represents the City at various functions such as making speeches at civic and business associations, meet with influential persons within the community, developers, officials, citizens, and representatives of the media, to establish goodwill and resolve and respond to issues.

Receives and investigates complaints and inquiries by citizens and outside agencies, responds or refers to appropriate department or division for action and follow-up.

Works with City Manager to prepare the monthly City Council Agenda and present agenda items at City Council meetings.

Prepares operating budget for the assigned program areas, including accomplishments; workload measurements; and management goals.

Supervises preparation of agendas and minutes of the various boards, committees and commissions as assigned; prepares and reports and documents as required.

Serves as primary City liaison to State of New Hampshire concerning State Capital Projects within Concord and attends Capitol Regional Planning Commission meetings as required.

Perform special assignments as directed to include researching and preparing reports and findings, developing and implementing programs, and presenting technical data to staff, committees, elected officials, and others.

Write detailed or technical reports of all findings, conclusions, and recommendations based on a thorough analysis and interpretation of data for presentation to others.

Perform other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Computer General Office Equipment Automobile

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from a four-year college or university with major course work in community development, economic development, business or public administration, or closely related field; and five (5) years of responsible experience with municipal, state, or federal government, or performing work related to community and economic development in private business; or any combination of education, training and experience which provides the knowledge, skills, and abilities required for the job.

Licenses and Certifications: Valid New Hampshire Drivers License, Certified Economic Developer (desired)

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Principles and practices of development and redevelopment issues.

Principles and practices of economics.

Principles and practices of community development, economic development, land use planning, urban design, civil /structural/environmental engineering, and landscape architecture.

Principles and practices of real estate (development financing, market feasibility studies, real estate law, negotiation of purchase and sales agreements, etc.)

Principles and practices of municipal finance and budgeting, including, but not limited to, operating and capital budgets, tax increment financing, general obligation bonds, revenue bonds, reserve funds, etc.)

Principles and practices of governmental purchasing processes and contracting procedures.

Principles and practices of grant writing and management.

Principles and practices of environmental contamination issues as they pertain to real estate development. Understanding of State and Federal laws, rules, regulations, and policies related to environmental cleanup.

Correct English usage, including spelling, grammar, punctuation, and vocabulary.

Methods and techniques of research and statistical analysis.

Computer applications related to the work. Specific skills related to Microsoft Word, Project, Schedule, Excel, Outlook, Power Point, Access and ESRI Arc/Map desired.

Skill In:

Using tact, discretion, initiative and independent judgment within established guidelines.

Organizing work, setting priorities, meeting critical deadlines, getting others to complete work assignments and following up assignments with a minimum of direction.

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.

Accurately proofreading copy with accompanying knowledge of grammar, punctuation and spelling.

Communicating clearly and effectively, orally and in writing.

Budget development and program analysis.

Mental and Physical Abilities to:

Set up quantitative analysis programs.

Develop and interpret trend data.

Prepare and present oral and written reports to groups of various sizes.

Establish and maintain effective working relationships with businesses and public officials.

Write reports and correspondence.

Read and interpret documents such as safety rules, operation and maintenance instructions, procedures, and so forth.

Read, analyze and interpret professional periodicals and journals, technical procedures and government regulations.

Read and interpret building and site plans and other construction plans and documents.

Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

Define problems, collect data, establish facts and draw valid conclusions.

While performing the essential functions of this job, the employee is frequently required to drive an automobile, stand, walk, sit, use hands, and talk or hear.

Working Conditions:

The incumbent's working conditions are typically quiet.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.