

BOARD & CAPITAL PROJECTS COORDINATOR

GENERAL STATEMENT OF DUTIES: Performs complex, confidential and highly responsible directives of the Genesee County Board of Commissioners. Performs administrative and liaison duties for members of the Board of Commissioners, its chairperson and committees. Acts as a single point of contact for capital projects throughout the planning, budgeting, design, review, construction, and inspection processes. Supervises assigned staff. Work is performed with considerable independence under the general direction of the Board of Commissioners and is reviewed through conversation, conferences, analysis of reports and evaluation of results achieved. Performs related duties as required. Reports to and serves at the pleasure of the Board of Commissioners.

STATEMENT OF TASKS:

- Manages the scheduling of the Board of Commissioner and Board committee meetings;
- Development of agendas and minutes; reviews and refers requests to appropriate Committee Chair or Board Chair;
- Attends Board of Commissioner and committee meetings providing administrative support, researching issues, providing reports and/or coordinating presentations as necessary or requested;
- Develops and oversees preparation of internal and external Board communications such as correspondence, press releases, laudatory resolutions and various other public communications;
- Creates and maintains a strong, positive social media platform for the Board of Commissioners and Genesee County;
- Represents the Board of Commissioners with local, state and federal governmental units on issues affecting Genesee County, and works on other intergovernmental relations matters as directed;
- Develops and maintains a cooperative working relationship with the Board of commissioners, local governmental units, non-profits, public and private organizations, county employees, citizens and various other stakeholders;
- Develops and recommends long-range plans for the county to address a wide variety of municipal needs and ensure and improve the efficiencies and effectiveness of County government with a focus towards improving and insuring financial stability;
- Reviews, researches and evaluates various matters including legislation, proposed actions or Policies, etc. requiring Board attention/action and presents findings and recommendations to the Board;
- Develop and effectively lead in the areas of community development, economic development, citizen engagement and other projects and determined;
- Coordinates the annual budget process and presentation with the appropriate committee and County Controller;
- Manages County's organizational development platform including: identifying needs and best methods in which to meet those needs;
- Represents the interests of the County and serves as an advocate for local government;

Board & Capital Projects Coordinator
Page 2

- Manages project coordination for capital improvement projects including design, scope of work, cost estimating, contract administration, budgets and schedules;
- Evaluates and reviews project scope and project budgets for Board of Commissioner consideration;
- Analyzes and interacts with various County departments on the intent of the capital improvement project and project scope;
- Coordinates project start time, staging and sequencing of events to allow minimal disruption and interference with daily departmental functions;
- Coordinates the work of design consultants and contractors through the development of project requirements including; project strategies, budget, schedule, land acquisitions, permitting requirements and compliance with County policies, procedures;
- Oversees construction process to confirm work is constructed in accordance with plans and specifications, negotiates change orders, and resolves construction conflicts;
- Prepares reports on public works projects for the Board of Commissioners and committees;
- Acts as a single point of contact responding to and resolving inquiries regarding projects from residents, business owners, contractors and county staff;

The class specification above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of the principles of and practices of public administration in a government setting, fiscal management, administrative principles and strategic planning;
- Thorough knowledge of local government operations, applicable laws, rules and practices;
- Excellent oral and written communication skills;
- Excellent analytical skills and understanding of statistical methods;
- Excellent program management skills;
- Extensive knowledge of the utilization of social media as an impactful tool;
- Ability to think analytically, analyze data and present findings in a concise manner;
- Ability to plan and direct the activities of highly skilled professional, technical and production employees;
- Ability to be an effective leader;
- Ability to create and promote strategic thinking;
- Ability to develop and maintain positive, effective working relationships, build trust and cooperation as well as a collaborative environment;
- Ability to utilize good judgment in politically diverse circumstances;
- Ability to prepare and present complex oral and written reports;
- Ability to meet deadlines while planning and managing multiple tasks concurrently;
- Ability to attend work regularly and work under stressful conditions.

DESIRED QUALIFICATIONS:

Degree in Public Administration or Public Policy.

Significant experience in government working with or for an elected board, council or commission.

Experience in short and long term strategic planning, municipal budgeting, utilizing social media outlets strategically, project management and public policy development.


Human Resources Director

Established: April 11, 2017

Revised: February 28, 2018