



**City Planner/Special Projects Director- {appointed, exempt}**

**Salary Range: \$60,000-\$80,000**

**Applications will be accepted until December 21, 2023**

**Position Summary:**

Under the general supervision of the Mayor- Manages all aspects of project management and project lifecycles by effectively initiating, planning, scheduling, controlling, and bringing to closure multiple, high-priority projects.

Will review all site plans and process special land use applications, works with building department, city clerk's office, business license applications.

**Essential Duties and Job Functions:**

Manage complex, large, and medium-size scale projects and process improvements. Identify gaps and recommend enhancements related to new and/or existing services and workflows based on broad view of the organization.

1. Provide strategic support and assistance to the Mayor in carrying out the Mayor's role as the chief administrative officer of the city
2. Assist Department Heads with the development of policies and procedures needed to assist the departments with meeting their strategic goals and objectives.
3. Assist Department Heads with the implementation of new policies and procedures.
4. Participate in Department Head meetings to understand current activities in the Administration and identify areas for improvement
5. Work with Parks and Recreation Department to develop long-range so strategic plans needed to assist with improving City's recreation center infrastructure and programming
6. Help lead the City's efforts in identifying and applying for grants from public and private sources

7. Assist with the management of grants received by the city and help develop and implement processes for reimbursements and other key grant management procedures.
8. Develop and implement project policies and procedures, establish project controls systems, and implement the project execution plan
9. Handle other projects and tasks as assigned by the Mayor

### **Required Knowledge, Skills, Abilities and Minimum Qualifications**

- ◇ Bachelors in any related field
- ◇ At least 5 years of project management experience
- ◇ A valid State of Michigan driver's license and a satisfactory driving record
- ◇ Ability to critically assess situations and solve problems while working within deadlines and changes in work priorities
- ◇ Ability to attend meetings outside of City Hall and/or outside of normal work hours
- ◇ Strong analytical, time management and organizational skills
- ◇ Strong written and verbal communication skills
- ◇ Skilled in utilizing and managing information systems and related software packages

### **Preferred Qualifications**

- ◇ Master's degree in any related field
- ◇ 5 + years of project management experience