

EDEN ECONOMIC DEVELOPMENT PROJECT MANAGER

JOB DESCRIPTION:

A Contract Project Manager will manage any projects presented and approved by the Eden Economic Development Board of Directors for the life of the project at a rate agreed upon by the Economic Development Board of Directors and ultimately voted and agreed upon by the Eden City Council. The Contract Project Manager will be assigned to projects with the goals and objectives of improving quality of life or economic growth in the City of Eden.

DUTIES OF PROJECT MANAGER:

Perform job duties in a manner that is consistent with the City of Eden's plan to be a leader among cities delivering outstanding quality services and products through citizen involvement, innovations and efficient use of resources. This includes the ability to manage projects, manage multiple priorities simultaneously, speak in public, analyze and identify alternative solutions, and implement recommendations in support of goals.

Ability to demonstrate interpersonal skills as applied to interaction with coworkers, the general public, City Administration, and the Eden Economic Development Board of Directors.

Knowledge of management principals, public administration, governmental operations and procedures applicable to federal, state, and local laws, rules, and regulations. Knowledge of state and federal Economic Development legislation, programs, and ensure compliance with such.

The Project manager _____ agrees to carry out these duties for the purpose of completing the project _____ and agrees to do so for a rate of \$____/HR or agreed project cost of \$_____

PROJECT MANAGER SIGNATURE: _____ DATE: _____

EEDC BOARD OF DIRECTORS APPROVAL (OFFICER OF THE BOARD): _____

DATE: _____

CITY OF EDEN APPROVAL (MAYOR OF EDEN): _____

DATE: _____