

## **Staff Report**

**Subject:** Approval and publication of a job description for a Project Manager.

**Author:** Sarah Mausolf, Director

**Department:** Human Resources and Risk Management

**Meeting Date:** September 3, 2024

**Item Description:** Approval and publication of a Project Manager's new job description.

**Summary Recommendation:**

Staff requests authorization to approve and publish a new job description for a Project Manager.

### **Executive Summary/Background**

The *Project Manager* aims to oversee the planning, design, and construction of water, sewer, and capital improvement projects within Effingham County. This role requires managing various projects, including public infrastructure and private developments, ensuring compliance with all applicable Federal, State, and Local regulations. The Project Manager will coordinate with multiple stakeholders, including internal departments, external consultants, regularity agencies, and the public.

### **Alternatives for Commission to Consider**

1. Approve the job description and authorize publication and distribution.
2. Disapprove the job description and guide staff.

**Recommended Alternative:** Staff recommends Alternative 1.

**Other Alternatives:** None.

**Department Review:** County Manager and Human Resources.

**Funding Source:** Funding through the current budget.

**Attachment:** Project Manager Job Description