



Special Projects Manager

Exempt

Salary Range: \$55,000 to \$65,000 DOQ

Reports to: City Administrator

GENERAL PURPOSE:

The Special Projects Manager's primary function is to assist in the planning, implementation and coordination of economic development programs and goals of the City. This position will provide support to the Montgomery Economic Development Corporation's plan and ensure successful implementation of the MEDC's vision. This position is also responsible for more complex special projects as assigned.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Initiate, develop, manage and maintain programs that encourage retention and expansion of existing businesses and industries within the City. Develop and maintain a business retention program that includes face-to-face visits, database of local companies, acting as a business liaison between companies and City departments.
- Research and analysis of social, economic and other data for planning purposes.
- Conduct periodic reviews and essential research for the maintenance of department website, publish materials and social media content.
- Act as a liaison for regional and local organizations and associations.
- Assist with, and monitor, applications for events in the City and economic development projects.
- Schedule and coordinate meetings and events and work on special projects.
- Prepare reports referencing measurable goals, reporting standards and benchmarks aligned with the MEDC mission and objectives.
- Ensure the City is successful in efforts related to developing and maintaining strong working relationships with the Chamber of Commerce, developers, corporate leaders, business owners, public school officials, other regional and state economic development agencies and citizens.
- Represent the City and MEDC at certain events, as needed and assigned.
- Participate in the preparation of the MEDC annual budget.
- Oversee other functions related to Economic Development, special projects, as well as other employees as assigned.
- Management and oversight of completion of special projects as directed by the City Administrator.

Qualifications:

Graduation from an accredited college or university with a Bachelor's Degree in Business Administration, Public Administration, Management, Planning, Economics, a closely related field or four (4) years of professional experience in Economic Development programs and activities.

Working knowledge of the following areas:

- Economic development, planning and marketing principles.
- Community and local geography.
- City licensing and permitting procedures.
- City budgeting policies.

JOB DESCRIPTION

Special Project Manager

- Research methodology.
- Local business and industries.
- Financial practices and procedures.

Additional Requirement:

- Valid Texas driver's license and acceptable driving record.

Required Skill in:

- Ability to cooperate with staff and the public.
- Ability to maintain a professional manner when dealing with the public.
- Ability to use office equipment, such as, copy machines, typewriters, computers, fax machines, etc.
- Ability to organize, prioritize and carry out office work with minimal supervision.
- Ability to plan, develop and coordinate economic development programs.
- Ability to supervise projects and others, as assigned.

Reasoning Abilities:

- Ability to define problems and deal with a variety of situations.
- Ability to think quickly, use tact and diplomacy in dealing with stressful situations.
- Ability to plan work and establish priorities.
- Ability to use good judgement and effectively problem-solve.
- Ability to organize time and resources.
- Ability to respond to complaints and grievances.
- Ability to prepare performance evaluations.

Language/Communication Skills:

- Ability to communicate effectively with other members of the staff, supervisor and the public.
- Ability to communicate effectively in both written and verbal form.

Mathematical Skills:

- Ability to perform basic mathematical calculations without the aid of a calculator.

Physical and Work Environment

The physical environment and the work environment described are representative of those that must be met by an employee to successfully perform the function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

Physical Environment:

- The duties of this job may include physical activities such as reaching, standing, walking, lifting, grasping, talking/listening, seeing/observing and performing repetitive motions.
- Specific vision abilities required by this job include close, distance and peripheral vision; depth perception and the ability to adjust focus.
- This job is performed inside and outside of an office environment.

Work Environment:

- Repetitive activities (performance or the same physically demanding activity).
- Time pressure (frequent rush jobs, urgent deadlines, etc.).
- Working under distractions (telephone calls, emails, disturbances).
- Unpleasant social situations (necessity of dealing with upset individuals).
- Work occasional nights and weekends in addition to normal weekly hours (may include holidays).