

**JOB TITLE: COUNTY PROJECT MANAGER**

**DEPARTMENT: PUBLIC WORKS AND PLANNING**

**JOB SUMMARY:** This position is responsible for performing current, comprehensive and long range planning and project management for the county.

**MAJOR DUTIES:**

- Receives, reviews, analyzes, and evaluates development applications; makes recommendations regarding special use permits, site plan reviews, major and minor subdivisions, variances, and appeals; monitors grants.
- Responds to requests for information regarding development requirements, development ordinances, planning issues, and current projects from citizens, property owners, developers, engineers, surveyors, builders, architects, attorneys, other county employees, and outside agencies; interprets ordinances, statutes, and regulations for other planning staff.
- Provides County project planning and management from inception to final review.
- Responsible for grant applications and administration as it relates to County projects.
- Responsible for assisting/facilitating Planning Commission meetings and public hearings.
- Reviews applications for zoning compliance permits, rezoning petitions, special use, final plans, and signs to ensure compliance with county ordinances, standards, and policies.
- Responds to grievances and other complaints, including permit and subdivision denials; interprets ordinances as needed.
- Reviews proposed amendments to zoning and development ordinances; conducts research and prepares summary reports.
- Serves as FEMA flood zone administrator, watershed administrator, and on various committees.
- Prepares legal notices for publication, posting, and mailing as required.
- Performs other related duties as assigned.

**KNOWLEDGE REQUIRED BY THE POSITION:**

- Knowledge of the principles and practices of planning, zoning, and land use.
- Knowledge of building and engineering standards and practices.
- Knowledge of construction to act a liaison between outside and county staffs.

- Knowledge of the county's zoning ordinances and subdivision and site plan regulations.
- Knowledge of project management, including planning, scope, resources needed, management and assessment.
- Knowledge of relevant state laws and regulation.
- Knowledge of county purchasing, budgeting, and internal audit procedures.
- Skill in interpreting and explaining complex laws, ordinances, and regulations.
- Skill in organizing and prioritizing work.
- Skill in using GIS system, data and layers (preparing and using computerized maps)
- Skill in preparing and delivering public presentations.
- Skill in preparing and using computerized maps.
- Skill in the use of standard office equipment.
- Skill in public and interpersonal relations.
- Skill in oral and written communication.

**SUPERVISORY CONTROLS:** The Director assigns work in terms of very general instructions. Completed work is spot-checked for the nature and propriety of final results.

**GUIDELINES:** Guidelines include relevant state laws and regulations; county and department policies and procedures; county ordinances and regulations; and county maps and plats. These guidelines require judgment, selection, and interpretation in application.

**COMPLEXITY:** The work consists of varied planning duties. The Project Manager responsibilities need to interpret and apply GIS data, layers, and computerized mapping and ordinances to many different situations and changing political priorities contribute to the complexity of the work.

**SCOPE AND EFFECT:** The purpose of this position is to manage projects and current development and long-range planning for the county. Successful performance helps ensure the orderly and efficient growth and development of the county.

**PERSONAL CONTACTS:** Contacts are typically with co-workers, other county employees, department heads, planning board members, elected officials, civic and business representatives, developers, builders, contractors, utility providers, engineers, architects, landscape architects, surveyors, realtors, appraisers, attorneys, and the general public.

**PURPOSE OF CONTACTS:** Contacts are typically to give or exchange information, provide services, resolve problems, and justify, defend, or settle matters .

**PHYSICAL DEMANDS:** The work is typically performed while sitting, standing, walking, or stooping. The employee occasionally lifts light and heavy objects, uses tools or equipment

requiring a high degree of dexterity, and must distinguish between shades of color.

**WORK ENVIRONMENT:** The work is typically performed in an office, outdoors, and on project sites. The employee may be exposed to inclement weather.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** None.

**MINIMUM QUALIFICATIONS:**

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to such as public administration, engineering, geo-spatial analysis.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to three years.
- Possession of or ability to readily obtain a valid driver's license issued by the State of North Carolina for the type of vehicle or equipment operated.