



TOWN OF SURFSIDE PROJECT AND CONTRACT MANAGER

DEPARTMENT: EXECUTIVE

EXEMPT

GENERAL DESCRIPTION:

Responsible for specialized projects and contract management work along with providing public information to the citizens of Surfside. This includes coordinating the efforts of team members and third-party consultants in order to successfully deliver projects as planned. Incumbent exercises discretion and independent judgment. Work is performed under the general supervision of the Town Manager.

ESSENTIAL JOB FUNCTIONS:

1. Performs coordination and support of the Town's contract compliance goals on projects and provides related status updates.
2. Creates a database to track and follow all contracts, development orders, voluntary profers, projects, initiatives and requests from Town Commission and residents; coordinates with departments on critical dates and other critical information.
3. Sets and manages project expectations with team members and other stakeholders.
4. Plans, schedules and tracks project timelines and milestones using appropriate tools.
5. Determines the frequency and content of status reports; analyzes results and troubleshoots problem areas.
6. Provides public information by updating the Town website and sending eblasts.
7. Provides assistance to Community Services and Public Communications Director in reviewing and editing the Town Gazette.
8. Effectively communicate project expectations to team members and stakeholders in a timely and clear fashion.
9. Liaises with project stakeholders on an ongoing basis.
10. Performs other duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of contracts, contract compliance, and enforcement.
- Knowledge of techniques in monitoring contract compliance.
- Ability to use computers and have working knowledge of Microsoft Office Suite.
- Ability to obtain, collect, and organize pertinent information required to review contract compliance.
- Ability to handle stressful and physically demanding situations.
- Ability to prepare detailed and comprehensive records and reports.
- Ability to keep records and make reports from such records.
- Ability to input, access, and retrieve data from a computer.
- Good customer service and written communication skills.

EDUCATION AND EXPERIENCE:

Associate's Degree in related area. Five (5) years' experience in project and/or contract management.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

LICENSES, CERTIFICATIONS OR REGULATIONS:

Valid Florida Driver's License.

ESSENTIAL PHYSICAL SKILLS:

- Ability to operate a computer.
- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate effectively both orally and in writing.
- Walking.
- Standing.
- Bending.
- Stooping.

ENVIRONMENTAL CONDITIONS:

- Works inside.
- Some stressful situations.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

Revision History: NEW 9/20/2019; 2/18/2021

This job description does not constitute an employment agreement between the Town of Surfside and the employee. It is used as a guide for personnel actions and is subject to change by the Town as the needs of the Town and requirements of the job change.

Approved:

Town Manager's Signature:  _____