



# Madison County Vacancy Announcement

## Project Manager County Administration

### Position Summary:

Responsible for overseeing the planning, execution, and successful completion of projects within designated timelines and budgets. This position demands strong leadership qualities, excellent communication and presentation skills, and the ability to manage complex projects across various county departments. Stays abreast of county business trends, concerns, issues, technology, local ordinances, and local regulations. Makes recommendations to the County Manager for projects of improvement in these areas.

This position is non-exempt under the Fair Labor Standards Act.

### Where to Apply:

The position is open until filled. An NC State Application and resume must be completed and submitted by all applicants in order to be considered for this position.

To obtain an application online, visit <https://www.madisoncountync.gov/employment-opportunities.html>

Applications may be mailed to: Madison County Administration at PO Box 579, Marshall, NC 28753

Applications may be submitted via email to: [hr@madisoncountync.gov](mailto:hr@madisoncountync.gov)

Madison County Government is an Equal Opportunity Employer.

### Essential Functions:

- Develops, coordinates and recommends a variety of special and continuing projects related to the growth, development and redevelopment of the County.
- Manages the planning, coordination, and implementation of County projects including Capital Improvement Projects.
- Prepares monthly project reports including recent project activity, budget update, project timelines, performance metrics, and provides to the County Manager.
- Reports project budget concerns and/or overspending to the County Manager.
- Participates in the development and monitoring of budgets for special projects as assigned. Conducts fiscal impact analysis, identifies revenue sources, considers infrastructure needs, and project spending.
- Develops and advertises RFP's, RFQ's, and RFI's consistent with North Carolina statutes and federal regulations.
- Prioritizes work projects and assignments; requests resources as necessary to complete and accomplish such tasks.

- Negotiates easement agreements with property owners.
- Responds to public inquiries with information on County projects, processes and policies. Works with the general public, developers, builders, engineers, and others as needed. Answers citizen questions concerning plans and problems.
- Provides guidance and assistance to the County Manager and other County department heads as assigned.
- Attend and participate in County meetings to secure funding, provide project updates, and/or present bid proposals for recommendation.
- Prepares and presents reports to hearing bodies, committees, community groups and private organizations to explain the impact of projects and developments.
- Monitors performance of outside contractors' work. Makes adjustment to their work as necessary.
- Prepares requests for proposals, requests for qualifications, bid documents, grant submissions, and required project documents.
- Ensures planned projects are in compliance with federal, state, and grantor guidelines.
- Assists the Finance Department to track expenditures and ensure federally and state funded projects are in compliance with reimbursement requests for payment.
- Coordinates with the appropriate staff of county departments as needed on assigned projects.
- Participates in various budget informational discussions.
- Establishes and maintains effective and necessary records to support project management decision-making.
- Prepares and submits required project/grant reporting accurately and timely.
- Provides research and input into the development of ordinances, policies and procedures for the County and County Departments.
- Performs other related duties as assigned by the County Manager.

### Education:

Bachelor's degree in a related field of expertise required, with at least three years of project management experience, preferably in public administration and/or municipal engineering; Or an equivalent combination of education and experience. Project Management Professional Certification (PMP) preferred.

### Knowledge, Skills, and Abilities:

- Knowledge of principles and practices of public administration, municipal planning and project management.
- Knowledge of environmental and socio-economic implications of community development.
- Knowledge of quantitative and qualitative methods, research techniques, chart and graph preparation, strategic planning and problem solving.
- Knowledge of budget policies, procedures, preparation, and administration.
- Knowledge of applicable local, state and federal regulations, ordinances and codes.
- Knowledge of principles and practices of grant writing and administration.
- Skilled in the use of common office computer systems and software including Microsoft Office. Ability to create and manipulate spreadsheets and databases and apply information technology to project management and planning work.
- Skilled in the use of Geographic Information Systems (GIS) and computer assisted drafting.
- Working knowledge of effective management principles and practices including motivations, communications, and performance coaching.
- Skilled in research, preparation, submittal and administration of government and private sector grants and other projects funding sources.
- Skilled in facilitation of effective public meetings and in conflict resolution among competing stakeholders. Demonstrated skill in the coordination and supervision of municipal improvement projects, equipment acquisition projects and consultant studies.

- Ability to establish and maintain effective working relationships with community groups, Federal, State, regional and local county officials, and the general public.
- Ability to prepare comprehensive reports and studies and to organize and coordinate others involved in large scale projects.
- Ability to make effective public presentations and communicate effectively, both orally and in written form.
- Ability to provide leadership to committees and staff, build consensus, and work collaboratively with developers, county officials and the community regarding the development.

### Physical Requirements:

-Must be able to perform the physical functions of climbing, stooping, kneeling, reaching, standing, walking, lifting and pulling.

-Must be able to perform light work exerting up to 20 pounds of force occasionally; up to 10 pounds of force frequently and/or consistently.

-Must possess visual acuity to produce and review written reports and records including mathematical calculations, analyze data, and to read maps, schematic drawings and plans.

### Requirements:

Applicant must be willing to submit and pass a pre-employment drug/alcohol test as well as a criminal background check. This position is subject to health and safety sensitive drug screens. Possession of a valid North Carolina driver's license is required.

### Salary:

This position is full-time and classified as non-exempt following the FLSA Guidelines. Annual Salary will be offered in the annual amount of \$57,948.02 - \$62,400.00 to reflect the candidate's education and experience. This position comes with a benefits package including paid health insurance; dental, eye and other supplemental insurance available, paid sick time, paid vacation time, and paid holidays.