



VALENCIA COUNTY JOB DESCRIPTION

The following statements are intended to describe the general nature and level of work being performed. They should not be considered an exhaustive list of all responsibilities, duties and competencies required in the position.

JOB TITLE: Project Manager
DEPARTMENT: Grants Department
CLASSIFICATION: Classified
PAY STATUS: FLSA Exempt
PAY RANGE: DOQ
DEADLINE TO APPLY: Until Filled

JOB SUMMARY:

Coordinates and facilitates general construction, road construction and maintenance projects performed within Valencia County. Provides a range of related fiscal, operational, and administrative assistance, and serves as primary liaison between community clients, state agencies, and administrative personnel on problems and issues related to projects and maintenance projects.

DUTIES AND RESPONSIBILITIES:

1. Performs cost estimation for all County general construction, road construction and maintenance projects.
2. Reviews and manages federal and state contracts, ensures compliance with all policies and procedures.
3. Serves as liaison with the state to review current state contracts on materials, paving, testing required by state policies and regulations.
4. Obtain price quotes from vendors and assists with reimbursement requests.
5. Provides administrative support in the development and implementation of projects.
6. Monitors expenditures of federal and state program funds for cost effectiveness and compliance with federal and state expenditure requirements.
7. Maintain documents, invoices and affidavits required for federal and state funded projects.
8. Collects and analyzes data, prepares schedules and special reports; maintains project records and statistical information.
9. Develops and maintains databases and files related to funding and related information required, as appropriate.
10. Assists with preparation of meeting packets for commission meeting
11. Performs miscellaneous duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIRED:

Bachelor's Degree or equivalent of 4 years of relevant experience.

PREFERRED KNOWLEDGE, SKILLS, AND ABILITIES:

- 5 years of experience directly related to duties and responsibilities specified.
- Ability to gather and analyze statistical data and generate reports.
- Knowledge of project cost estimation processes, requirements, and techniques.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies.
- Record maintenance skills.
- Skill in the use of personal computers and related software applications.
- Skill in organizing resources and establishing priorities.

LICENSURES AND CERTIFICATIONS REQUIRED:

Valid NM driver's license.

OTHER CONDITIONS OF EMPLOYMENT:

- Ability to perform essential functions and adapt to working conditions.
- No history or pattern of reckless driving, DWI/DUI or irresponsible driving in the last three years.
- No history of felony misdemeanor conviction involving moral turpitude, violence, distribution of controlled substance or dishonesty.

WORKING CONDITIONS:

- Duties are performed both indoors and outdoors
- Indoor duties are performed in a temperature controlled environment. While performing outdoor duties, worker is exposed to natural weather conditions that may be severe.
- Worker may be exposed to fumes/odors as well as exposed to dust and chemicals that exist on job sites.
- Potential work hazards include climbing of ladders and scaffolds, exposure to electrical wiring and currents, inspections on rooftops and walking on potentially slick surfaces, in addition to working around power tools.
- Physical effort required, to include lifting or manipulation of objects up to 50 pounds.

PRE-EMPLOYMENT REQUIREMENTS:

1. Interview
2. Criminal record check.
3. General employment background check.
4. Driving record check.
5. Pre-employment physical and drug test.

I hereby affirm that I have received a copy of the position specification listed above; I acknowledge that it is my responsibility to familiarize myself with the duties and expectations of the position described.

Applicant: _____ Date: _____

Date of Revision 12/9/2015