

Town of Nantucket Job Description: Project Administrator

Position Title:	Project Administrator	Grade Level:	Non-Union
Department	Town Administration	Date:	12/01/2014
Reports to:	Town Manager	FLSA Status	Non-Exempt

Statement of Duties: Under the direction of the Town Manager, or his/her designee, the Project Administrator organizes day-to-day and long-term projects of Town Administration, provides clerical and customer service support, and manages administrative duties of the department's support staff.

Supervision Required: Under the general supervision of the Town Manager, or his/her designee, the employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. Supervisor reviews work to remain aware of progress, work methods, and technical accuracy.

Supervisory Responsibility: The employee is responsible for the direct supervision of the support staff of Town Administration, such as the Customer Service Assistant and Minute Taker. Supervisory responsibilities include training, scheduling, disciplinary actions, payroll, and performance evaluation.

Confidentiality: The employee has regular access to confidential information in accordance with the State Public Records Law such as department records as well as collective bargaining matters and executive session minutes.

Accountability: Consequences of errors, missed deadlines or poor judgment may include adverse public relations, legal repercussions, and missed deadlines.

Judgment: Numerous standardized practices, procedures or general instructions govern the work performed and in some cases may require additional interpretation. Independent judgment is needed to facilitate exceptional customer service with the general public and maintain confidentiality.

Complexity: The work consists of a variety of office and project management duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

Work Environment: Work is performed in a standard office environment. Noise or physical surroundings may be distracting. There are frequent interruptions.

Nature and Purpose of Public Contact: Relationships with co-workers and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients. More than ordinary courtesy, tact, and diplomacy may be required to respond to requests for information or to deal with uncooperative or uninformed persons.

Occupational Risk: Risk exposure to the employee is similar to that found in a standard office setting.

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Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Provides project management leadership on a variety of short and long term projects that affect multiple Town departments and are overseen by various personnel; maintains database and status dashboard of projects and activities Town-wide; enforces timelines and reporting requirements for projects.
- Oversees Town Administration support staff.
- Responds to inquiries from the general public, from other town department and from Town Administration staff as a representative of the Town Manager's office.
- Follows up on citizen concerns and press inquiries.
- Maintains filing systems and electronic document storage in Town Administration for ease of accessibility and compliance with record retention policies.
- Receives and forwards incoming calls to the respective departments.
- Arranges, announces or posts meetings as appropriate for staff and Board of Selectmen and assists with mailings.
- Assists with annual projects as directed. Gathers data and information, organizes and prepares reports and correspondence as requested.
- Delegates tasks related to updating the Town Administration webpage and reviews posted material.
- Prepares agendas and records minutes for Board of Selectmen executive sessions.
- Assists with administrative support for collective bargaining negotiations preparation and contract presentation.

Recommended Minimum Qualifications:

Education and Experience: Bachelors degree and three to five (3-5) years related work experience in an office environment; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Special Requirements: Advanced computer literacy, typing speed of at minimum 38-40 words per minute, valid Class D motor vehicle drivers license

Knowledge, Abilities and Skill

Knowledge: Working knowledge of common policies, practices and procedures of Municipal Government and applicable state and/or federal laws and regulations pertinent to position functions. Knowledge of office software (project management, word processing, data base management and spread sheet applications). Knowledge of the town's web site and Internet in support of department operations.

Abilities: Ability to interact effectively and appropriately with the public and other personnel, perform multiple tasks and maintain confidential information. Ability to complete multiple tasks in a timely, detailed, and accurate manner. Ability to effectively use office equipment in an

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efficient manner and learn various project management software and electronic data management software. Ability to communicate effectively to other staff to meet deadlines and accomplish tasks and to manage clerical staff.

Skills: Proficient skill in the operation of a personal computer and office equipment and the application of office software including word processing, project management, electronic data management, spread sheet, and data base management applications; proficient business mathematical skills, recordkeeping, keyboarding and customer service skills; proficient written and oral communication skills.

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Demands: Little or no physical demands are required to perform the work. Work effort principally involves sitting and walking to perform work tasks, with intermittent periods of stooping, and standing. The employee is occasionally required to lift objects such as books, office equipment, and computer paper.

Motor Skills: Duties are largely mental rather than physical, but the job may occasionally require the application of basic motor skills for activities such as moving objects, operating a telephone system, computer and/or most other office equipment, keyboarding, word processing, filing, and sorting of papers.

Visual Demands: The employee is constantly required to read documents and reports for understanding and routinely for analytical purposes. The employee is rarely required to determine color differences.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change. Appointment to the position is contingent upon passing a pre-employment physical examination.

ACKNOWLEDGEMENT:

I have read and understand the essential job functions and the physical and mental abilities required for this job. My questions have been addressed, and by signing this document I acknowledge receipt of a copy of this job description.

Signature of Employee: _____

Printed Name of Employee: _____

Date: _____