

## TOWN OF WINDHAM

Position Title: Projects Manager  
Department: Manager's Office  
Reports to: Town Manager  
Classification: Not Classified

Date: \_\_\_\_\_  
Incumbent: \_\_\_\_\_  
Supervisor: \_\_\_\_\_  
Town Manager: \_\_\_\_\_

### General Summary.

The Town has created a Projects Manager to work on/accomplish a number of projects and to assist in the transition for the New Town Manager. This position is appointed by, and serves at the discretion of, the Town Manager, and is responsible for management identified objectives, administration and supervision as necessary/assigned by the Town Manager for the Town. This is not a permanent position for the Town but a transitional position for succession planning.

### Essential Functions:

- Attend various project development initiatives as assigned by the Manager may involve a varied schedule.
- Assistant with the annual budget as necessary
- Prepare and submit necessary reports on various projects or new initiatives.
- Keep the Manager advised of the financial position of any assigned tasks and make such recommendations.
- Perform such other duties as may be prescribed by the Town Manager.
- Provide guidance or recommendations for ordinances.
- Attend Town Council meetings and workshops as necessary.
- Present alternative policy and programmatic ideas, innovations, and solutions to the Town Manager for consideration.
- Research and provide information on issues and problems as requested by the Town Manager, and present practical solutions and recommended courses of action.
- Attend any training session as necessary for Safety or functionality.

- Respond to citizens and businesses' requests for information; ensure suggestions and complaints are handled in a timely fashion.
- Coordinate with Communication Director to ensure the release of media and public information; on Town or community items.
- Prepare and give presentations on Town programs to community groups, regional organizations, and service organizations as necessarily assigned by the Manager.
- Identify and pursue grant opportunities as assigned.
- Work with the Economic Director to maintain close relationships with existing businesses and business groups and aid in business development initiatives.
- Assist in reviewing or developing Tax Increment Financing proposals and loan or grant programs.
- Any other duties as assigned.

Competencies:

- Strong background in municipal operations, organizational development and strategic planning.
- Thorough knowledge of municipal financial management and budgeting for annual operations and multi-year capital plans.
- Ability to think and lead collaboratively and creatively.
- Ability to identify innovative and sustainable solutions.
- Strong public speaking and presentation skills.
- Ability to listen and hear divergent views and engage in open-minded discussion.
- Collaborative and cooperative leadership and management.
- Ability to effectively organize and manage time and hold others accountable.
- Strong public ethics, integrity, honesty and accountability.
- Ability to manage large-scale public projects.
- Ability to delegate responsibility and authority as appropriate.
- Vision towards long-term sustainability while realistically addressing day-to-day operational needs.

- Familiarity with the principles of community & economic development and financial incentive programs.
- Ability to establish and maintain a strong working relationship with the Town Manager.
- Outstanding verbal and written communication skills.
- Knowledge of municipal, county, State and federal programs and decision-making processes.
- Knowledge of personnel administration and labor relations.
- Ability to establish and maintain positive internal relations/culture, and direct, motivate, engage and evaluate staff.
- Ability to work successfully with diverse groups.
- Knowledge of laws, regulations and ordinances applicable to municipal, county, state and federal government.
- Knowledge of computers, software programs, internet use, e-mail, social media and other technology to meet citizen and organizational needs.
- Ability to work long hours and attend many night meetings.
- Ability to manage sensitive and confidential information.
- Consistently deliver exceptional customer service to all stakeholders, the Town Council, boards, non-profits, local businesses, and the general public.

Required Education/Experience:

- Master's degree in public administration or related field, preferred;
- Ten (10) years' experience in a responsible managerial position, preferably in local government; or
- Any equivalent combination of education and experience which demonstrates possession of the necessary knowledge, skills and abilities needed to accomplish the essential functions of the position.

Additional Eligibility Qualifications:

- Maine driver's license, Class C.
- Computer literacy and experience with Microsoft Office products and municipal financial software.

Working Conditions/Physical Demands:

Work involves mobility, talking, hearing, using hands to handle, feel or operate objects, tools, computer, cell phone or controls, and reaching with hands and arms. The employee may be required to push, pull, lift, twist, and/or carry up to 10 pounds. The noise level in the work environment is usually moderate. Hours of work are as necessary to accomplish the position's responsibilities; will often include evenings, weekends and occasional holidays; regular attendance is a high pre-requisite to maintaining the position.

*The above statements are intended to describe the general nature and the level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.*

External and internal applicants, as well as position incumbents who become disabled as defined under the American with Disabilities Act (ADA), must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.