



## TOWN OF BREWSTER, MA JOB DESCRIPTION

<b>Title:</b> Project Manager	<b>Classification:</b> Personnel Bylaw
<b>Department:</b> Town Administrator's Office	<b>Grade:</b> III
<b>Reports to:</b> Town Administrator	<b>FLSA Status:</b> Exempt

### Summary

Performs professional and technical work responsible for managing, coordinating, and directing projects and programs for the Town Administrator's Office. Performs executive level administrative support duties in a highly confidential capacity for the Town Administrator and Assistant Town Administrator and directs all activities and staff involved in the implementation and completion of projects. Performs all other related work as required.

### Essential Functions

*The essential functions or duties listed below are intended only as illustrations of the various types 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.*

Assists the Town Administrator and Assistant Town Administrator in the planning, analysis, and/or implementation of department projects, special projects, and other initiatives as assigned including, but not limited to: citizen engagement strategies, annual budgeting documents, grant writing, annual report documents, internal studies, management analysis, procurement, policy research, and support of standing or ad-hoc committees.

Provides support to Department Heads on interdepartmental projects, assisting in coordination and oversight of projects.

Assists in the implementation of an integrated communication strategy for the town, including but not limited to writing press releases, newsletters, and brochures. Incorporates media broadcasts, written materials, social media trends and other applications to enhance communications between the Town and Brewster residents.

Develops and maintains a system for identifying, applying for, and managing grants that support the Town's mission, by working with Department Heads and Town staff in a collaborative manner.

Assists in the preparation of Town Meetings and Town meeting warrants, including drafting and assembling articles and producing summaries.

Researches possible updates to Town Charter, bylaws, and rules and regulations reflecting changes in statutes and case law.

Attends Select Board meetings and other board meetings as required. Provides support to Select Board as needed.

Assists the Town Administrator in the administration of the Private Road Betterment Program.

Assists the Health and Human Services Committee with administration of the annual program.



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Assists the Town Administrator and other Department Heads in establishing, reviewing, recommending, and coordinating policies and procedures to ensure optimum levels of service.

Serves as back up to the Executive Assistant to the Town Administrator as needed.

Maintains accurate and detailed records, generates reports, correspondence, and other documents in accordance with Massachusetts Public Records Law.

Responds to requests for information from government entities or other organizations and individuals.

Acts as a representative of the Town Administrator in communications with citizens, residents, community groups, etc. and facilitates interactions with Town departments, boards, committees, and commissions.

Performs similar or related work as required or as situation dictates.

### **Supervision**

*Supervision Scope:* Performs various duties of a complex nature following acceptable standards of quality and performance, requires independent judgment in determining methods of completion and carrying out assignments.

*Supervision Received:* Works under general supervision of the Town Administrator; requiring the ability to plan and perform operations, and to complete assigned tasks according to a prescribed time schedule.

*Supervision Given:* Typically none; may supervise department volunteers.

### **Recommended Minimum Qualifications**

#### Education, Training and Experience

Bachelor's degree in Government or Business, and three to five (3-5) years of experience with business or public administration; administrative experience preferred; or any equivalent combination of education, training, and experience.

*Knowledge:* Knowledge of principles and practices of project management, research methods and report presentation, principles of budgeting, accounting and finance methods; knowledge of laws and regulations as they pertain to project operations; knowledge of industry standards and best practices; knowledge of applicable local, state and federal laws and regulations related to engineering, environment, infrastructure and procurement; knowledge and expertise with various local, state and federal funding mechanisms for infrastructure.

*Ability:* Ability to produce written documents with clearly organized thoughts using proper sentence construction, punctuation and grammar; use and interpret graphical information such as construction plans, schematic drawings, wiring drawings, flow charts, layouts and other visual aids, and electronic project management applications; interpret information accurately and make decisions according to existing laws, regulations and policies; ability to manage multiple project of various complexities with competing interest and multiple funding sources.

*Skill:* Strong interpersonal skills, excellent written and verbal communication skills. Proficiency with computers in all office software along with various project management software applications.



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### Job Environment

- Work is performed under typical office conditions; work environment is moderately noisy.
- Operates an automobile, computer, calculator, telephone, copier, facsimile machine, and other standard office equipment.
- Interacts with other town departments, town businesses, residents, the general public, town officials, and other governmental agencies.
- Has access to department-related confidential and/or sensitive information including financial records, the disclosure of which would cause a significant breach of trust and seriously damage the reputation of the department.
- Errors in judgment could result in hardship to the town's citizens, lower standards of service to the community, monetary loss or legal repercussions and possible negative public relations for both the department and the town.

### Physical Requirements

*The physical demands described 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 essential functions.*

Regularly required to walk, stand, sit, talk, and hear; operate objects, tools, or controls; pick up paper, files and other common office objects. Ability to view computer screens and work with details for extended periods of time. Must be able to communicate written and verbally. Vision and hearing at or correctable to normal ranges. May be required to lift/push equipment up to 40 pounds, such as audio/visual equipment.

*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.*

*Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer*