

Job Description

Position Title: Planner-Project Manager
Accountable To: Director of Project Planning
FLSA Status: Exempt

Primary Objective of the Position:

Performs difficult advanced technical work in a project management capacity, developing, designing and monitoring the construction of District capital projects, planning for the management of water within the District, identifying emerging issues and opportunities, developing innovative solutions to address them, and related work as apparent or assigned. Manages internal staff teams through a matrix management system. Work is performed under the general direction of the Director of Project Planning.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Job Functions:

Assemble internal and external teams and manage all aspects of project development through feasibility, design, land acquisition and construction. Manage all necessary consultants and contractors; manage project scope, schedule, and budget; the negotiation, development and execution of cooperative agreements and contracts; and lead construction management and oversight.

Lead early-stage project development activities, including identification and screening of project opportunities; assessment of risks, constraints, and implementation pathways; coordination of internal and external stakeholders to build alignment and support; and development of initial project concepts, scopes, and strategies.

Direct and manage internal staff teams through a matrix management system to ensure clear expectations and execution of project support across research and monitoring, permitting, and outreach programs.

Prepare and present recommendations, requests for Board action (RBAs) and resolutions to the Board of Managers for planning activities, District policies, Capital Improvement Program (CIP), feasibility studies, project ordering, preliminary and final design of projects, departmental work plans, property and easement acquisitions, and cooperative agreements.

Job Description

Identify, analyze, and make recommendations to the Board of Managers for land preservation and acquisition. Manage valuation, negotiation, development and execution of real estate contracts and associated financing. Coordinate acquisitions with all appropriate agencies and partners.

Develop project and program work plans (including goals, budget, schedule), Scope of Work documents, and Requests for Proposals to procure design and engineering services; prepare annual reports to the Board and state agencies.

Develop and manage program and project budgets and review, approve, track, and code invoices; research outside funding opportunities, write grant applications, and perform various administrative functions associated with grant programs.

Maintain ongoing and positive working relationships with the cities and townships; state and local agencies; congressional, state, regional, and local governments, and the public; engage cities, citizens, and other stakeholders in the development of District plans, capital projects, programs, and policies.

Perform research, compile facts, and work with stakeholder groups, as necessary; monitor the implementation and assess outcomes of plans, capital projects, programs, and policies; prepare presentations and facilitate meetings for City staff and Council, industry professionals, and community members.

Education and Experience:

Bachelor's degree with coursework in natural resources, environmental science, planning, management, or related field and 2-5 years of experience in planning or natural resource management, or equivalent combination of education and experience. A background in urban and regional planning and/or project management is preferred.

Knowledge, Skills and Abilities:

- **Thorough knowledge** of planning theory and principles; thorough knowledge of state rules and statutes governing land use and water resource management and protection; thorough knowledge of engineering, construction, mapping, and easement methodology related to water resources.
- **General knowledge** of urban land use planning, economic and community development, transportation infrastructure, and municipal processes.
- **Thorough skill** processing and analyzing information related to natural resources, planning, project scoping, scheduling, budgets, contracts, work plans, policies, grants, and GIS mapping; operating standard office equipment, and computer equipment including related hardware and software and job-specific devices.
- **Strong ability** to communicate effectively in both oral and written forms.

Job Description

- **Ability** to read and interpret permits, site plans and designs and to ensure compliance with appropriate ordinances and codes; be an objective listener and respect the opinion of others; participate in educational opportunities to stay abreast of changing laws and technologies related to program area; develop and maintain a working knowledge of the District’s operations and policies; interact with the general public in a tactful and courteous manner; comprehension of hydrology and hydraulics, arithmetic computations, rating curves, formulas and statistical analysis; maintain a flexible attitude toward job responsibilities and procedural changes, helping others as needed; develop and maintain positive, cooperative, working relationships with all District employees/consultants, local and agency staff, and the general public.

Physical Requirements:

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires sitting and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires working near moving mechanical parts and exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements:

Valid driver's license.

Acknowledgement:

Employee

Date

Supervisor

Date

The above is intended to describe the general content of and requirements for performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.