BOROUGH OF DORMONT
ALLEGHENY COUNTY, PENNSYLVANIA

Special Projects Manager

JOB DESCRIPTION

JOB TITLE: Special Projects Manager

DEPARTMENT: Administration

REPORTS TO: Borough Manager or Designee

FLSA STATUS: Part-Time Hourly, Exempt

BARGAINING UNIT: None

PURPOSE: Administer special projects and facilitate the Borough's relationships with and purchasing from several key companies and contractors.

ESSENTIAL FUNCTIONS

- Serves as the administrator of certain Borough contracts, including but not limited to, residential solid waste and recycling, custodial services, and codification of ordinances.
- Administers public bidding process, cooperative purchasing, and disposal of used equipment, pursuant to state and borough code guidelines.
- Assists in the administration of public information through the Borough's website.
- Oversees Borough property and liability insurance programs; administers insurance claims; oversees risk management matters.
- Prepares information for, and attends, community outreach events.
- Prepares grant applications for submission to proper agencies and budget requests to secure funding for designated projects as required.
- Researches special requests for information relating to Borough purchases.
- Contributes content as needed to the Borough website.
- Speaks with citizens who have complaints and tries to resolve them.
- Assists the Borough Manager's office in all areas of Borough operations.
- Other duties as assigned.

SPECIFIC JOB REQUIREMENTS

Education

- Graduation from an accredited college with a bachelor's degree.
- A master's degree in a related field is desirable.

Experience

- Three (3) years of experience in dealing with the management of projects and in performing administrative tasks in an office setting is preferred. Management experience is desirable.

License

- Appointee will be required to possess a valid driver's license only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

Knowledges

- Knowledge of general management practices and principles.
- Knowledge of municipal operations, practices, and procedures.
- Knowledge of Borough ordinance to determine the Borough's responsibilities.
- Knowledge of applicable local, state, and federal rules, regulations, and laws relating to Borough programs.

Abilities

- Ability to identify and resolve problems.
- Ability to prepare clear, concise, and comprehensive reports and memoranda.
- Ability to prepare extensive correspondence in the course of official duties.
- Ability to promote, establish, and maintain effective work relationships.
- Ability to coordinate preparations required for various items such as bid specifications, Borough newsletter articles, and reports.
- Ability to read, write, speak, understand, and communicate in a professional setting.
- Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

WORKING CONDITIONS

- 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 disability to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is required to use office machines such as computers, calculators, telephone and other related office equipment.
  The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- Work is usually performed in an office setting with a quiet environment. Occasionally the work is performed in a public meeting setting which may result in excess noise levels at times.

- The position works a 24-hour workweek, Monday through Friday. Attendance at evening meetings or weekend events may necessitate additional work hours.

SELECTION GUIDELINES

- Formal application, rating of education and experience, oral interview, reference checks, and job related tests may be used to evaluate a candidate's qualifications for this position.
- The duties listed above 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.
- The 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.

DISCLAIMER

- The above statements are intended to describe the general nature and level of work being performed by a person assigned to this position. They are not intended to be construed as an exhaustive or all-inclusive list of all responsibilities, duties and skills required to perform the job. This job description does not constitute an employment agreement between the Borough of Dormont and Employee, and may be revised as the duties of this position evolve.
- The Borough of Dormont (the "Borough") is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the Borough provides reasonable accommodations to qualified individuals with disabilities, and encourages both prospective and current employees to discuss potential accommodations with the Borough.
- I hereby certify that I have read this job description and fully understand the essential functions and job requirements contained herein; and I am qualified to perform the essential functions and requirements of this job, with or without reasonable accommodation.

_____	_____
Employee Name (print)	Supervisor Name (print)
_____	_____
Employee Signature	Supervisor Signature
_____	_____
Date	Date