Assistant Project Manager-- Job Description (1/13/20)

POSITION SUMMARY:

The Assistant Project Manager position is a full-time, salaried position with benefits, responsible for collaborating with a wide range of internal and external partners, consultants and stakeholders to accomplish greenway projects, per the organization’s mission and vision and Regional Plan. Activities include conceptual through advanced level planning; community engagement; preliminary and final design; collection and analysis of Geographic Information Systems (GIS) data and other organizational-wide metrics; presentations for a variety of audiences; and generally assisting the Department and Great Rivers Greenway staff. This position demands high attention to detail, good communication skills, proficient ability to multi-task and dedication to the team and mission.

This position works in a team environment with internal and external partners/consultants in a variety of projects and activities within the Build Department. This position also requires daily active operation within Great Rivers Greenway’s specialized project controls system to monitor and control the scopes, risks, budgets, schedules and deliverables of multiple projects in order to ensure the smooth delivery of projects.

Great Rivers Greenway is committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of the organization and are valued for their skills, experience and unique perspectives. As an organization, we expect all employees to support this dedication to diversity, equity and inclusion in our workplace.

ORGANIZATIONAL RELATIONSHIPS:

Reports to: Chief, Planning and Projects
Supervises: External Consultants and Contractors
Collaborates with: Senior Project Managers, Project Managers, Project Manager—Planning, Civic Engagement Managers, all staff, board and partners

ESSENTIAL FUNCTIONS:

The following are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties are required and will be assigned as needed.
• Collaborate with direct teammates, staff across all departments and partners in the region to evolve projects per the organization’s and the project’s goals.
  o Establish clear expectations and desired outcomes with partners and team members at the conception of projects through a greenway planning and preliminary design process to ultimately result in an excellent user experience with particular emphasis on planning.
  o Champion implementation of the District's action plans for building the River Ring, as described in the Regional Plan.
  o Continuously champion goals and maintain relationships with partners, stakeholders, consultants and community members (in conjunction with other team members) to get valuable feedback, ensure buy-in and mitigate risks.
  o Integrate with other internal teams to identify and follow best practices and standards for planning, design, community engagement and long-term care and other organizational policies and procedures.
  o Coordinate with internal teams, partners and consultants on organization-wide metrics strategy including data collection, analysis and reporting on various sources of data including Geospatial Information Systems (GIS) data to help inform planning decisions as well as provide constituents with relevant information about the organization’s work.
  o Work with other internal teams and consultants on Great Rivers Greenway pedestrian and bicyclist count program including analyzing and reporting.
  o Follow policy and process to establish budgets, timelines utilizing the project controls system and other internal systems to track and monitor progress to ensure success.
  o Procure, hire and manage consultants to support project progress, proactively managing contract negotiations, budgets, schedules and deliverables to ensure good stewardship and excellent results.
  o Manage day to day project operations including identifying and addressing possible risks, troubleshooting challenges, re-evaluating goals and outcomes and regularly communicating to internal teams, partners, staff, board and other stakeholders.
  o Perform all duties in accordance with the Great Rivers Greenway Project Controls Manual.

• Advance the mission and vision of Great Rivers Greenway by researching best practices, leveraging alternative resources and serving the region as a whole, when appropriate.
  o Maintain professional development and seek out innovations in the industry to bring best practices to planning and greenway development.
  o Investigate alternative resources ranging from partnering, in-kind resources, federal, state and local grants, private foundations and cost-saving measures - work with teams and partners, including the Great Rivers Greenway Foundation, to evaluate and seek opportunities to leverage resources that assist in planning or greenway success.
Serve on local, community and regional committees and initiatives as appropriate to represent Great Rivers Greenway and coordinate with other efforts and initiatives as closely as possible.

POSITION QUALIFICATION REQUIREMENTS

Education/Training:

- Bachelor’s degree in Landscape Architecture, Engineering, Urban Planning, Public Administration, Parks and Recreation, Construction Management or related field

Experience:

- Two (2) to four (4) years of progressively responsible experience related to the duties of this position
- Understanding of municipal or government processes in procurement, contracting procedures, planning, design or construction preferred

Skills and Abilities:

(These may be representative but not all inclusive of those commonly associated with this position.)

- Be self-directed and possess sound judgment.
- Experience involving long-range strategic plans and managing projects from master plans, alignment studies and conceptual plans.
- Familiarity with the planning and design process, and public engagement.
- Ability to conceptualize planning principles and greenway objectives at a variety of scales including regional, local and site-specific.
- Firm grasp on championing planning principles, project goals, managing budget and schedules and deliverables with internal and external partners, vendors and stakeholders.
- Some working knowledge of how planning, landscape architecture, engineering and/or construction related companies function and how to evaluate qualifications and actively manage toward desired outcomes.
- Familiarity with data and metrics collection and analysis
- Ability to complete tasks and duties in a timely and accurate manner with minimal supervision.
- Strong interpersonal and communication skills with the ability to establish and maintain solid relationships with a diverse team.
- Ability and willingness to conduct public presentations providing information related to projects and civic engagement and responding to questions from internal and external audiences.
- Ability to represent and reflect organizational values.
- Ability to collaborate with diverse networks of project stakeholders and partners such as private developers, institutions, non-profits and public agencies.
• Efficient, high-capacity self-starter who thrives in a fast paced work environment.
• Excellent written and verbal communication skills.
• Strong organizational skills with exceptional attention to detail and ability to disseminate information clearly and concisely.
• Ability to coordinate a variety of unrelated functions and handle multiple projects concurrently.
• Team-oriented with a commitment to sustaining strong, productive working partnerships with all staff, board members, volunteers and the community.

Computer Skills:

• PC operation at an skilled level
• Proficiency with Microsoft Office (Word, Excel, PowerPoint)
• Ability to learn advanced project management software
• Ability to work on mobile devices to access internal programs and reports
• Ability to learn additional software applications as necessary
• Proficiency with Adobe Creative Suite, Autodesk AutoCAD and/or ArcView GIS is beneficial but not required

Machines, Tools, Equipment and Work Aids:
(These may be representative but not all inclusive of those commonly associated with this position.)

• PC and associated software, commercial printer, telephone, copier

License(s)/Certification(s) Required:

• None

On-The-Job Training Time:

• Six (6) to eight (8) months, depending on previous experience

Physical/Visual Activities or Demands:
(These may be representative but not all inclusive of those commonly associated with this position.)

• While performing the duties of this position the employee is regularly required to sit, talk and hear. Vision requirements include close vision, ability to adjust and focus, distance vision (clear vision at 20 feet or more), ability to judge distances and spatial relationships.

Work Environment:
(These may be representative but not all inclusive of environmental and atmospheric conditions commonly associated with this position.)

• Primarily normal office conditions; the noise level in the environment is moderate. Occasional exposure to weather conditions when necessary. Possible exposure to loud noises and dangers associated with construction
industries such as exposure to moving mechanical parts, fumes or airborne particles and other related risks.

Great Rivers Greenway is an Equal Employment Opportunity (EEO) employer and does not discriminate on the basis of race, color, national origin, religion, gender, age, veteran status, political affiliation, sexual orientation, marital status or disability (in compliance with the Americans with Disabilities Act) with respect to employment opportunities. Great Rivers Greenway actively seeks to increase the diversity of its workforce.