



Capital Region Council of Government Position Description

Special Projects Manager

Last updated: August 12, 2010

Position Description

Under general direction, carries out sensitive and complex internal and external assignments; serves as a staff member of the management team.

Management and Supervision

Reports to the Executive Director. The incumbent exercises considerable initiative and independent judgment within an assigned area of responsibility, and work is subject to evaluation on the basis of results obtained.

Essential Duties and Responsibilities

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Staffs regular meetings of the CRCOG management team to help them identify and resolve management issues.

Leads, facilitates, and participates in the development and coordination of policies and activities related to the agency's mission.

Assists in budget preparation/development work.

Conducts research and develops recommendation on operating policy and procedures, services, and other administrative issues.

Completes special projects for the Executive Director and works on interdepartmental teams to respond to policy questions and issues.

Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide seamless customer service.

Knowledge and Abilities

Knowledge of

- Administrative principles and methods including goal setting, project planning, and policy development and implementation.
- Principles and practices of public administration.
- Principles and practices of program and project management
- Research methods and data analysis.

Ability to

- Proactively identify issues and opportunities for the organization to address.
- Organize information into decision recommendations on a range of issues.
- Lead, facilitate, consultatively manage and/or participate in strategic planning and policy development and implementation.
- Gather relevant data, analyze complex and sensitive problems, evaluate alternative and make sound, expert recommendations.
- Handle multiple projects simultaneously and use good judgment in prioritizing work assignments.
- Prepare clear, concise, accurate and persuasive proposals, reports, correspondence, analytical studies and other written materials.
- Establish and maintain highly effective working relationships with managers, elected and appointed officials, staff, community and business leaders, the media, and others encountered in the course of work.

Education and Experience

Master's degree from an accredited college or university with a major in public administration, business administration or a closely related field, and seven years of increasingly responsible experience or a combination of training and work experience that demonstrates the knowledge and ability to perform the duties.

Physical Demands and Working Environment

Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations; and to verbally communicate to exchange information. Incumbents may be required to work extended hours including evenings and weekends.

Work is performed in a standard office environment with some travel to off-site locations.