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RESOLUTION XXX, SERIES 2013  
A RESOLUTION ESTABLISHING THE HOURLY RATE STRUCTURE AND OTHER DETAILS OF THE  
POSITION OF  
FLOOD PROJECT MANAGER

WHEREAS, the Town Board of Jamestown, CO experienced a flood on September 11, 2013 and the State Office of Emergency Management is hiring a Flood Recovery Manager for the Town, and

WHEREAS, the Department of Local Affairs has provided the Town a grant to hire an Assistant to the Mayor to assist with the flood recovery efforts, the title of which position shall be Flood Project Manager; and

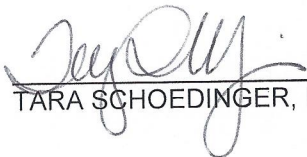
WHEREAS, the Board of Trustees by this resolution desires to establish the hourly rate structure and other details of the position;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF JAMESTOWN, COLORADO:

Section 1. The Town Board of Jamestown, CO hereby establishes the position of Flood Project Manager, which shall be an hourly position of employment. The hourly rate is \$25.

Section 2. The Town Board further adopts for such position the job description and other details set forth on the position description attached hereto and incorporated herein by reference.

INTRODUCED, READ AND ADOPTED this 5<sup>th</sup> day of November, 2013.

  
TARA SCHOEDINGER, MAYOR

Attest:

  
MARY ELLEN BURCH, TOWN CLERK

## **Position Description – Flood Project Manager**

### **Section 1. Position Title: Flood Project Manager**

Section 2. Job Description: Perform a variety of generalist, project oriented support functions for the Mayor and Town Board. Duties include coordination of the infrastructure recovery efforts, providing information and assistance regarding Federal and State resources available to the Town, coordination of permitting with State and Federal agencies, and facilitate communication between local, State, and Federal officials to effectively plan and organize recovery efforts. Assist the Mayor in the coordination and effective administration of activities of the Mayor, Community Advocate and Administrative Assistant/Volunteer Coordinator. Assist with grant applications for the Town. When required, assist with the day to day operations of the Town and perform other duties in assigned area of responsibility.

Section 3. Supervision: Receives general direction from the Mayor and serves as an "at will" employee at the pleasure of the Mayor.

Section 4. Primary Duties: The following are examples of primary duties assigned to positions in this classification. Other related duties and responsibilities may be assigned.

- Assist the Mayor with coordination, administration, and facilitation of activities as assigned. Assist in the development and implementation of strategic initiatives to redevelop and repair the Town.
- Assist with drafting grant applications, and monitoring and managing the contracts.
- Respond to requests for information on Town community development policies and procedures with regard to areas in need of repair and rehabilitation; provide updates on status of projects; coordinate communication between individuals and appropriate department personnel as necessary.
- Perform technical research and provide customers with specialized site-specific property information.
- Facilitate communication between the Town and neighborhood residents; develop strategies to enhance information flow between Town staff and citizens; serve as a liaison or ombudsman; work to resolve conflicts between various internal and external groups to achieve community goals.
- Analyze and review specific Town policies and procedures, amending or creating them as necessary by providing research, analysis, and recommendations; ensure consistency with adopted policies. Provide research, analysis, and administrative support for a variety of special projects, as assigned by the Mayor.
- Perform related duties as required.

### **Section 5: Qualifications:**

#### **Knowledge of:**

- Public relations, community involvement and marketing strategies.
- Effective public speaking and presentation techniques.
- Mediation, facilitation and problem solving skills.
- English usage, spelling, grammar and punctuation.
- Modern office procedures, methods and equipment including computers.
- Principles and practice of project management.
- Methods and techniques of effective report preparation and presentation.
- Methods and techniques of eliciting community participation in planning and development issues.

#### **Ability to:**

- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Handle sensitive issues with tact and diplomacy.

- Organize and manage multiple projects and deadlines.
- Write and/or edit written materials for publication.
- Identify opportunities to publicize Town programs.
- Prepare and conduct presentations for large audiences.
- Present technical data, in verbal, written, graphic and map form, to a variety of boards and commissions.
- Elicit community and organizational support for Town programs.
- Interpret and explain Town policies and procedures.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Section 6. Location: Jamestown Town Office

Section 7. Hours: Monday – Friday; 8am – 5pm

Section 8. Status: Hourly, exempt. Maximum 40 hours/week.

Section 9. Leave: Employee shall not be eligible for paid absence.

Section 10. All other conditions of employment shall be in accordance with the Town Employee Policy as amended by the Town Board.