MONROE COUNTY PROMOTIONAL OPPORTUNITY NOTICE

THE POSITION OF PROJECT MANAGER 2, SOCIAL SERVICES, KEY WEST IS NOW OPEN AT PAY GRADE 115 SALARY $53,308.12 - $82,627.57/40 HPW.
(DEPENDING ON QUALIFICATIONS)

- VETERANS PREFERENCE AVAILABLE: ☒ YES ☐ NO
- SAFETY SENSITIVE POSITION: ☐ YES ☒ NO
- GRANT POSITION (IF GRANT ENDS, POSITION WILL NOT BE CONTINUED): ☐ YES ☒ NO

THIS POSITION: ☒ IS A CAREER SERVICE STATUS POSITION
☐ IS NOT A CAREER SERVICE STATUS POSITION

In accordance with the Monroe County Personnel Policies and Procedures, it is the policy of the Board of County Commissioners to consider employees for promotional opportunities before applicants from the general public are considered.

Promotional Opportunity Notices will be posted for a minimum of seven (7) calendar days (including the date of posting) during which time employees under the auspices of the County Administrator will have the right to apply for these positions before anyone outside the County service will be considered.

An employee wishing to apply for a position through the Promotional Opportunity process will complete the Promotional Opportunity Application and submit it to the Personnel Representative in the lower, middle, or upper keys for a date stamp to insure timely referral within the 7 day period. Supervisor and/or Department Head signature can then be obtained by the employee or routed by the Personnel Representative, whichever is more feasible.

Job interviews will be based on information on file and/or submitted with an application.

The County reserves the right to reject any applications not submitted on a timely basis.

DIRECTOR, EMPLOYEE SERVICES

MONROE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER
CSWEL005
MONROE COUNTY

JOB DESCRIPTION

<table>
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<tr>
<th>Position Title: PROJECT MANAGER 2, SOCIAL SERVICES</th>
<th>Reports to: Sr. Administrator or Sr. Director, Social Services</th>
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<tbody>
<tr>
<td>Position Grade: 115</td>
<td>FLSA Status:</td>
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<td>Class Code: 115-3</td>
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<td>W/C CODE:</td>
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GENERAL DESCRIPTION
Primary function is the administration and coordination of SHIP, WAP, CDBG/CSBG, In-Home Services and Community Support Services projects from inception through completion, including supervision of assigned staff, and inspection of construction projects which include determination of eligibility, reviewing documents, and ensuring compliance with applicable Federal, State, and Local laws and codes. Prepares bid requests, RFP’s, and progress status reports as required per program.

KEY RESPONSIBILITIES
1. * Supervises all aspects of rehabilitation and construction on all assigned projects.
2. *Maintains all project and contract files and programmatic correspondence.
3. *Tracks project budgets and expenditures to ensure funds are properly allocated and expended.
4. *Advises applicants and clients of potential assistance, conducts investigations for the determination of eligibility, advises individuals of awards, and makes necessary referrals.
5. *Manages the entire scope, and all phases of each project, including contractor oversight.
7. *Generates Change Orders, Addenda, bid requests, Requests for Proposals and quotes, as needed.
9. Advises Sr. Director or Administrator of project schedules and status of ongoing projects.
11. *Inspects completed construction to verify adherence to plans and specifications. Applies specific program quality control measures to ensure standard workmanship specifications are followed which will ensure programmatic reimbursement.
12. Prepares and executes financial documents, mortgages, promissory notes, security instruments, and liens and satisfactions.
13. Maintains all required programmatic education and certifications.
14. Other duties as assigned.

* Indicates an “essential” job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.
**KEY JOB REQUIREMENTS**

**Education:** Bachelor's Degree required. Hold a current Lead Safe Certified Renovator certification, or ability to obtain certification within 6 months of hire date. Have attended a National Energy Audit Tool/Mobile Home Energy Audit Tool (NEAT/MHEA) training, or ability to obtain training within 9 months of hire date. Hold a current Home Energy Professional Quality Control Inspector (HEPQCI) certification, or ability to obtain certification within 1 year of hire date.

**Experience:** 3 to 5 years minimum amount of prior related work experience. Infrared camera experience preferred.

**Leadership:** Organize work around broad organizational goals and processes. Supervisor oversees activities through regular meetings.

**Complexity:** Perform work that encompasses advanced technical, scientific, legal, or mathematical concepts. Work directly contributes to the implementation of specific policies, programs, or initiatives of the organization.

**Decision Making:** Make decisions that govern activities of self and others. Decisions impact how the unit provides services and support to internal and external customers.

**Relationships:** Provide updates to senior managers, elected officials, or other community groups or organizations. Work regularly with other Directors or senior managers to ensure the provision of efficient and effective services. Part of performance is tied to how well responses are handled to members of the community or internal peers within the organization.

**Working Conditions:** Work in an environment with heavy equipment and machinery that could result in bodily harm to co-workers or others. Physical abilities required for position involve: balancing, climbing, crawling, crouching, feeling, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity, and walking. Requires Medium Work exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

**On Call Requirements:** May be required to provide disaster assistance during times of emergency in any capacity deemed appropriate.

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**APPROVALS**

**Department Head:**

Name: __________________________ Signature: __________________________ Date: __________

**County Administrator:**

Name: __________________________ Signature: __________________________ Date: __________

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: __________________________ Signature: __________________________ Date: __________