

## ALLENDALE CHARTER TOWNSHIP

Position: **Project Facilitator**

Immediate Supervisor: Township Supervisor

The following information is intended to describe the general nature and level of work to be performed by people assigned to this classification. This is not intended to be an exhaustive list of all job duties performed by personnel so classified.

The **Project Facilitator** is responsible for the completion of a variety of tasks, as assigned by the Township Supervisor. Tasks range in scope from data collection and research; coordination of construction projects; planning and coordinating municipal improvements such as sidewalks, trails and public utilities; and working with internal and external government entities. As such, this position requires a professional individual that is organized and communicates well.

This person will be working on individual tasks and must have a high level of initiative and follow through. They also will be working on cross-functional teams requiring the need for a high level of personal responsibility and the ability to work well with their peers. They must be adaptive, flexible and responsive to challenges.

The **Project Facilitator** will interact with Township residents. As such, a professional demeanor, positive attitude, and the ability to listen and communicate clearly are imperative. The ideal candidate will be organized, technical-minded and capable of handling multiple tasks simultaneously.

### Essential Functions:

- Manage and complete development projects as assigned by the Township Supervisor
- Maintain a working knowledge of all applicable Township zoning and general law ordinances
- Work with cross-functional teams, including engineering, finance, assessing and other municipal departments
- Work with cross-functional firms, including Township planner/plan reviewer, zoning enforcement administrator, building, plumbing, electrical and mechanical inspectors, and Township attorney
- Prepare reports for the Township Board as requested
- Maintain working knowledge of all applicable statutes and codes
- Work with organizations outside of the Township such as the Ottawa County Road Commission and Water Resources Commission
- Planning, coordination and execution of projects such as sidewalks/trails, public utilities and streetlights
- Assist engineering with technical projects
- Track project timelines and milestones
- Attend meetings as requested
- Data collection and research

- Answer telephone calls and email correspondence

**Knowledge/Skill Requirements:**

- Experience with planning, management and execution of short and long-term projects is required.
- Knowledge of building, electrical, mechanical and plumbing trades is required.
- Attend workshops, classes and meetings as required.
- This position requires the capacity to work on multiple projects simultaneously.
- Excellent verbal and written communication skills are essential. This includes the ability to respond to inquiries from Township residents, as well as the ability to effectively present information to Department Heads and the Board of Trustees.
- This position requires strong problem solving, budgeting and scheduling skills.
- This position requires much contact with the public, responding to questions, sharing information, explaining issues and procedures.
- This position requires providing advice, conflict resolution, visioning, negotiating, problem solving, communication with other units of government, businesses, community groups, etc.
- Superior administrative and organization skills are necessary.
- Must have very strong time management skills and be able to meet deadlines.
- This position requires logic, intuition, analysis and judgement.
- This position requires a willingness to acquire additional training.
- All candidates and employees must be able to pass a background check and drug screen.

**Ability Requirements:**

- Ability to meet the public and communicate well
- Ability to speak clearly on the telephone
- Ability to use a computer and communicate effectively via email
- Ability to walk from place to place
- Ability to read and perform math functions

**Education Requirements:**

- A college degree in a governmental, business, construction management or technical field is preferred.
- Previous project management and field experience is required.

**Last Updated: 9/12/2017**