



<b>Position</b>	Project Manager	<b>Opening Date</b>	March 6, 2024
<b>Salary</b>	\$75,000 - \$100,000/ D.O.Q.	<b>Closing Date</b>	March 30, 2024
<b>Job Type</b>	Full-time		

### **Nature of work**

The Project Manager provides advanced support tailored to the Executive Director. This includes overseeing various aspects of all CRA projects, such as coordination, budgeting, and collaboration with stakeholders. Effective communication skills are essential for facilitating coordination among team members and stakeholders, ensuring successful project outcomes.

### **Working Conditions**

The role involves office work, using equipment, and sitting for long periods. It may also include visiting construction sites, requiring the ability to navigate rough terrain and exposure to outdoor conditions. Clear vision and effective communication skills are essential.

### **Duties & Responsibilities:**

Duties may include, but are not limited to, the following:

- Provides advanced professional administrative assistance and project support to the Executive Director and other staff.
- Assists in coordinating the activities of a project to ensure cost, schedule, document control, and quality standards are met.
- Gathers quotes and bids from vendors and contractors and prepares a bid packet for review.
- Responsible for planning, directing, designing, and coordinating the activities of designated citywide projects to ensure that goals or objectives are accomplished within the prescribed time frame and funding parameters.
- Assists with the review of submittals and estimates with office staff when necessary to clarify details and pricing accuracy.
- Assists with reviewing pay applications, RFIs, and change order requests for accuracy, delivery details, dates, invoices, etc.
- Prepares purchase orders (POs) for various project needs.
- Creative problem-solving skills to gather relevant information to solve vaguely defined practical problems.
- Ability to work on several projects or issues simultaneously and organize project files.
- Assists with planning activities associated with redevelopment and improvement projects.
- Assists the project management team with presentations to public groups.
- Confers with developers, engineers, architects, landscape architects, surveyors, and members of the public pertaining to CRA projects.
- Ability to make independent judgments in the absence of supervision within the scope of respective job duties and tasks.

### **Education, Experience and Other Requirements (Minimum Requirements)**

- Bachelor's degree, along with a minimum of two (2) years of experience in project management, planning, real estate, architecture, engineering, building construction, or real estate development, or equivalent based on experience.
- Knowledge of the principles and practices of construction project management and/or land development planning, zoning and experience with reading, understanding, and interpreting land development code regulations and plans. Some experience in the construction industry is preferred.
- Experience with submitting and processing development and construction permit applications, with experience in permit expediting being a plus.
- Knowledge of a relevant specialization, such as land use and affordable housing, is desired.
- Knowledge of CRA regulations, CCNA, RFP/RFQ, and government procurement policies and procedures for professional services is a plus.
- Must have a valid driver's license and a reliable vehicle.

**Application Information:** All applicants must submit a cover letter, resume and supporting minimum requirement documents to <mailto:omnicra@miamigov.com>