

Approved 06/12/08

DIRECTOR OF CAPITAL PROJECTS AND GRANTS

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for planning and supervising grant activities and capital projects in the City Manager's Office. The position also involves providing technical assistance to city officials with respect to capital projects and grant administration. This position will receive general supervision from the City Manager. Does related work as required.

TYPICAL WORK ACTIVITIES:

Plans, organizes, directs, supervises and provides administrative, technical and programmatic coordination of capital projects.

Supervises energy conservation

Supervises the grant administration program including grant solicitation, grant preparation, and grant implementation;

Coordinates and participates in the submission, review and adoption of assigned components of the capital program and in the identification and development of long and short term strategies;

Assists with highway, water, sewer and hydro capital projects, including design, bidding process, bid documentation and construction administration;

Encourages inter-agency cooperation within City departments and the public/private nonprofit sector by working to develop and implement projects, and acts as liaison amongst all participants to resolve problems or conflicts;

Assists with project negotiations;

Prepares and implements a five year capital improvement program, including coordination of various department heads and the city council;

Serves as a liaison between the general public and the press;

Works with the city comptroller to develop capital debt schedules.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Thorough knowledge of “Green” energy capital projects;

Thorough knowledge of capital program administration;

Thorough knowledge of grant program administration;

Good knowledge of energy conservation projects;

Good knowledge of highway capital projects;

Good interpersonal skills;

Good conflict resolution skills;

Ability to establish, implement and complete long and short term goals;

Ability to communicate effectively both orally and in writing;

Physical condition commensurate with the duties of the position.

MINIMUM QUALIFICATIONS:

- (a) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Master’s Degree in Public Administration, Business Administration, Landscape Architecture, engineering or related field; and four years experience with project management, managing construction contracts, grant administration, or related activities; or
- (b) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor’s degree in Engineering, Business Administration, project management or related field; and six years experience with project management, managing construction contracts, grant administration, or related activities; or
- (c) An equivalent combination of training and experience as defined by the limits of “A” and “B” above.