



# LARAMIE COUNTY

## JOB DESCRIPTION

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<b>TITLE:</b>	Project Development Manager / Archer Complex	<b>FLSA:</b>	Exempt
<b>DEPARTMENT:</b>	Planning and Development	<b>REVISED:</b>	

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**Summary:** The Project Development Manager is a temporary four year position that will be responsible for overseeing the full scope of development of the Archer Complex. The Archer Planned Development Project is a \$30 million project that includes infrastructure design and construction as well as construction of a public works facility and an administrative office. The Project Manager will provide general oversight on the management of the Archer Planned Development project. Responsibilities include involvement in valuation, feasibility, design, entitlement, budgeting, scheduling, and reporting from initiation of the project through completion of construction. The position will supervise and oversee the Archer Planned Development project to ensure on-time and on-budget performance and to anticipate any potential variances from such performance. This position interfaces with clients, architects, engineers, general contractors and vendors; works with all parties to ensure that the appropriate documentation record keeping requirements are met; provides regular internal reports for the project. The Project Manager will report to the Director of Planning and Development with regards to the implementation of the respective Archer project and performs related duties as required.

**Essential Job Functions:** (Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)

- Responsible for overall quality, communication, effectiveness and management of the Archer Complex development project.
- Monitors, manages and supervises all aspects of Archer Complex development project including schedule, budget, quality, documentation and reporting of information.
- Provides technical support; project budgeting, scheduling and cost reports.
- Ensure consistency, quality and competency of work product in alignment with County goals.
- Coordinates with internal accounting to manage project billings and cost control.
- Initiates, manages and oversees the contracts and work of the architects, engineers, planners, construction contractors and other consultants in completing project plans and specifications.
- Inspects, manages and monitors work of consultants to ensure conformance with local, state and federal rules, regulations and codes in accordance with contract specifications.
- Directs and oversees the consultants and contractors responsible for construction of the various components of the project.
- Interfaces with the public, the press, stakeholders, elected officials and County staff to coordinate, communicate and manage the design, implementation and delivery of overall project.
- Responsible for the management of staff members as assigned.
- Provides routine weekly updates on status and project reports to management.



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### Knowledge and Skills:

- Possess highly effective interpersonal communication skills and proven leadership capabilities.
- Demonstrates the ability to multi-task, has strong organizational skills.
- Demonstrated project and development management experience in land development projects.
- Knowledgeable in all facets of the development process, including valuation, permitting, entitlement, contractor selection, construction implementation, establishing project budgets and reviewing/negotiating contracts.
- Proficient computer skills including Word, Excel, Outlook, and MS Project software
- Ability to make independent decisions based on logical assumptions and factual information.
- Possess the ability to work collaboratively and be a resourceful team player.
- Possess excellent judgment and problem-solving skills.
- Pays strong attention to detail while maintaining the broad view of project objectives.
- Posses the ability to work accurately under pressure to meet project deadlines.
- Demonstrated flexibility and cooperation by leveraging talents and experience of team members.
- Demonstrates a high level of responsibility by taking ownership of problems and creating solutions.
- Gives and receives feedback appropriately.
- Skills in using tact and diplomacy in all interactions with customers
- Skills in establishing and maintaining positive and effective working relationships with co-workers and those contacted in the course of the work.
- Knowledge of applicable County codes and ordinances
- Knowledge of research and report writing techniques
- Ability to make public presentations and represent the County in a highly professional manner.

### Minimum Qualifications:

- Minimum of eight to ten years work experience in a similar project management role.
- A Bachelor's degree in Engineering, Planning, Architecture or Construction Management.
- Possession of or ability to obtain a valid Wyoming driver's license.