

DRAFT - CLASSIFICATION SPECIFICATION
LORAIN COUNTY PORT AUTHORITY
 An Equal Opportunity Employer

TITLE: Projects Manager
CLASS NO.: 57211

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JOB RESPONSIBILITIES: Under administrative direction, completes or oversees the completion of assigned projects.
 Performs other related duties as required

QUALIFICATIONS (Coursework, training, work experience, or equivalent combination):

Bachelor’s degree in Public Administration, Business Administration, or other related discipline preferred, plus six (6) or more years experience in the management of public sector projects, or equivalent.

LICENSURE

Must possess a valid Ohio Commercial Driver’s License and maintain continuing eligibility for coverage under the existing county vehicle insurance policy.

% OF TIME	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.)	KNOWLEDGE, SKILLS, AND ABILITIES: (Minimal necessary to perform duties) [*Indicates developed after employment]
30-55%	1. Completes or oversees the completion of projects as assigned by the Lorain County Port Authority (LCPA) Director/Board; serves as liaison between the LCPA Director/Board and other agencies and organizations; receives and responds to inquiries from citizens, professionals, and others on project-related matters; prepares and maintains records, reports, and other documentation related to projects.	1. Knowledge of (a) government structure and process, (b) LCPA policies and procedures,* (c) public relations, (d) records management, (e) public administration, (f) project management; skill in (g) computer operation, (h) use of modern office equipment; ability to (i) deal with many variables and determine specific action, (j) define problems, collect data, establish facts, and draw valid conclusions, (k) exercise independent judgment and discretion, (l) understand, interpret, and apply laws, rules, or regulations to specific situations, (m) prepare accurate documentation, (n) communicate effectively, (o) maintain records according to established procedures, (p) handle sensitive

TITLE: Special Projects Manager
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Developed by Clemans, Nelson & Associates, Inc.

Approval Date _____
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CLASSIFICATION SPECIFICATION
LORAIN COUNTY BOARD OF COMMISSIONERS
 An Equal Opportunity Employer

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% OF TIME	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.)	KNOWLEDGE, SKILLS, AND ABILITIES: (Minimal necessary to perform duties) [*Indicates developed after employment]
20-25%	2. Serve as agency representative for assigned projects by working with vendors to ensure all documents required by laws and regulations are included in bid specifications, RFPs and grants. prepares files for audit; distributes documents to appropriate parties; initiates and monitors contracted work and change orders; prepares and presents reports to the LCPA Director regarding contract compliance issues; provides assistance to contractors with receiving payment for services performed and other concerns before, during, and after projects.	1. (continued) inquiries from and contacts with officials and the general public, (q) develop and maintain effective working relationships, (r) travel to and gain access to work sites. 2. Knowledge of (a), (b),* (c), (d), (e), (s) state and federal laws and regulations governing public construction projects; skill in (g), (h); ability to (i), (j), (k), (l), (m), (n), (o), (p), (q), (r).
20-40%	3. Performs other project or supervisor duties as assigned by the Director/Board.	

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