

## **Project Manager and Planning Specialist**

**Department:** Administration

### **Job Description:**

The Special Projects Manager and Planning and Zoning Expert is a key member of the Town of Shepherdstown Administrative Offices. The Manager reports to the Town Administrator. The Manager is a member of a staff team responsible for developing and managing a range of town projects and initiatives. The Manager also provides expertise in core planning and zoning functions including reviewing proposals, implementing town code enforcement, and providing public education on planning and zoning topics.

### **Key Responsibilities:**

- Develop and implement town projects and initiatives to enhance services for residents and support the continued cultural and economic vitality of the town. This responsibility includes grant writing and administration of programs and projects supported with grant funding awarded to the town.
- Serve as Contract Officer in overseeing town-funded grants and contracts as assigned, including such efforts as Town grants awarded to local non-profits and contracts awarded to expert consultants.
- Collaborate with the Town Administrator and Town Clerk in supporting the Town Council and multiple town commissions and committees as needed, including the Planning Commission, Historic Landmark Commission, Tree Commission and other Town boards and commissions.
- Participate as the expert on a Town staff team responsible for land use planning, implementation, and enforcement of the Town's planning and zoning ordinances, property maintenance code, and other applicable ordinances, including the issuance of notices and citations.
- Process and review applications submitted to the Town for planning and zoning matters, including minor, major and commercial development, from application to recordation for compliance with all applicable regulations. Examine, approve, and issue applications for permits, variances, special exceptions and so forth.
- Performs highly responsible and complex duties requiring considerable knowledge and independent judgement in the application and interpretation of relevant state and local laws.
- Remains current on town and State government and planning and zoning policy issues by conferring with State, County and local agencies, expert consultants, regional planning bodies, property owners and the public to provide information, to resolve problems and complaints, and to represent the Town as needed.
- Develop and maintain records including standard operating procedures related to functions for which the Manager is responsible.

**Knowledge, Skills, and Abilities:**

- Project management
- Grant writing and administration
- Ability to work with elected officials and volunteer committees
- Ability to work with staff team at Town Hall, to work independently and to multitask
- Strong communications and problem-solving skills
- Attention to detail and deadline oriented.
- Strong commitment to customer service and methods.

**Qualifications and Requirements:**

- A bachelor's degree required, with preference for applicants who have studied Urban Planning, Political Science, Public Administration, Business Administration, Non-profit Management, or a related field.
- A minimum of four years' experience in project management, municipal land use planning, land use lay, code enforcement, or other related experience.
- Experience with geographic information system (GIS) software preferred.
- Experience with Microsoft Office
- International Property Maintenance Code enforcement certification preferred but not required.

**Pay Range:** \$68,000 to \$97,000/annual

Please email or send resumes with cover letters detailing your interest in this position to:

Gino E. Sisco - Town Administrator

Email to:

[gsisco@shepherdstown.gov](mailto:gsisco@shepherdstown.gov)

Or mail to:

PO Box 248

Shepherdstown, WV 25443