

PROJECT SUPERVISOR - 201

DEFINITION OF WORK

Under regular supervision, performs difficult professional work overseeing assigned City development projects; does related work as required.

EXAMPLES OF WORK

Monitors the acquisition of property and disposition of activities for assigned project area; oversees demolition, relocation and site preparation in project area; serves as a coordinator and liaison between concerned City departments, State and Federal agencies and the public; assists in the development of project proposals, monitoring of costs, budget amendments and related assignments; monitors and handles routine project financial activities; maintains records and prepares reports of project activities.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of education and experience equivalent to a bachelor's degree in planning, engineering, public or business administration and considerable construction experience with some in the area of project management.

Knowledge, Skills and Abilities: Thorough knowledge of the procedures and guidelines relating to City project management and adherence with local, State and Federal rules and regulations; thorough knowledge of the principles and practices of project management and enforcement; ability to establish and maintain effective working relationships with co-workers, local, State and Federal agencies and the general public; ability to prepare and present written and oral reports.

SPECIAL REQUIREMENT

Possession of a valid North Carolina driver's license.