

CITY OF BELLEVILLE

Welcome to the City of Belleville

The City of Belleville is a beautiful lakeside community located in the heart of southeast Michigan. Belleville has a strong sense of community, a commitment to families and a desire to provide a high level of customer service.

The City of Belleville is governed by its local Charter and operates under the council/manager form of government. The Mayor and City Council have staggered 4-year terms and are elected at large with an election every two years. The City Manager directs and coordinates the activities of the various City departments; advises the Mayor and Council on City operations and programs, recommends policies, programs and operating procedures to the Mayor and Council. The city administration supports the actions of various boards and commissions. City operations include, building/planning, clerk/treasurer, fire, police, public works and administrative services. The City has 17 full-time employees, represented by three (3) labor unions and a Civil Service Commission. The City has a strong financial position and a solid fund balance. In November of 2019 a public safety special assessment was passed to assist in meeting public safety capital needs. There is significant development occurring in our downtown and throughout the city with the prospect of more to come.

The Project Administrator will work under the direction of the City Manager and will oversee assigned special projects, work with boards and commissions, other city departments, private contractors, community members and organizations, and will research and implement projects and funding mechanisms to support the goals of the city. The position requires an individual to be organized, detail oriented, proficient in word and excel and have the ability to communicate verbally and in writing. For the success of the city and the employee hired in to this position an employee must be a team player and be available to support the needs of the city.

The full job description and requirements has been provided in the attached pages.

Compensation:

This position is an in-person position. This exempt position will require hours that extend beyond 5:00p.m, to support meetings and city functions as needed. It is an exempt position with no over time. The salary range is \$58,000 - \$68,000. This position is an at-will position which will enter into an employment contract.

The City of Belleville offers a competitive compensation package, including health care, PTO, paid holidays, life insurance, short and long-term disability insurance, retirement Health Care Savings Plan, and an employee 457 retirement contribution.

How to Apply:

Candidates shall submit a **resume, letter of interest and completed questionnaire** to:

City Manager David Robinson

6 Main Street, Belleville MI 48111.

or

Email: drobinson@belleville.mi.us

LINK TO Questionnaire:

Application Deadlines:

This posting will be open until filled. The first questionnaire deadline for applicants will be **October 28, 2022**. The first interviews will begin the week of **November 7, 2022**. If you wish to be considered during the first process, please adhere to the dates outlined. If a candidate is not selected, the position will remain open and questionnaires received after the May 7th date may be considered should there be a need for a second round.

Position Description Below

POSITION DESCRIPTION

Class Title: Project Administrator
Department: City Administration
Reporting Authority: City Manager
Position Status: Contract - Salary - Exempt

General Administration

The Project Administrator will be under the direct supervision of the City Manager. The Project Administrator will be assigned projects by the City Manager that will help advance the goals of the city.

This may include, city department analysis and support, project management, policy development, board and commission liaison, and grant management.

Time Required:

It is anticipated that the Project Administrator will work 40 hours per week.

Essential Job Functions:

This position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Plans, organizes and executes assigned projects. Researches matters and prepares reports as directed by the City Manager.
2. Responsible for planning, prioritizing actions and next steps necessary for assigned work.
3. Assist in conducting research, creating professional work product, and updating action items.
4. Works in partnership with department heads providing support, analysis, and leadership to promote a team environment in accomplishing goals and tasks to meet the needs of the city.
5. Attend weekly department head staff meetings.
6. Works in partnership to keep the City Manager regularly informed about community issues, and progress on delegated assignments.
7. Work with the City Manager and City Attorneys on items of risk management, personnel, and confidential matters.

8. Work with the City Manager and the DDA Board on assigned projects and economic development to assist in facilitating the duties of DDA Director as assigned by the City Manager.
9. Preparing information and serving as liaison for any city board or commission at the request of the City Manager. Assists in the compilation, review and printing/distribution of commission packets as needed.
10. May be required to attend and provide administration presence at board and commission meetings.
11. Assists various department heads with projects, grant funding and operations as assigned and directed by the City Manager. Follows up, monitors and reports the progress of projects and open projects on a weekly basis.
12. Meets with local businesses and other members of the district to provide information, seek input and address concerns as assigned.
13. Administers grant and loan programs as established or approved and assigned by the City Manager.
14. Provides administrative support and assistance to business owners for façade improvements, revitalization and improved signage consistent with the design guidelines developed by City Ordinance or DDA guidelines.
15. Prepares press releases for the City Manager, and other written materials for web-site, brochures and informational purposes and manages the community events sign at the direction of the City Manager.
16. Assist the City Manager and departments with developing budget details including costs estimates and alternatives, capital improvement projects and PowerPoint presentations.
17. Searches for grant possibilities for the community and in partnership with the City Manager, prepares applications and administers grant funded projects, as appropriate
18. Maintains an active presence in community development at both the local and county level through participation in various groups and associations. Organizes and participates in events, gives presentations and encourages community involvement.
19. Manages projects within budget and schedule.

20. Oversees the work of grant funded staff as directed.
21. Performs related work as required

Preferred Knowledge, Skills, Abilities and Minimum Qualifications

The qualifications listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job. Qualifications include the following:

- a. A Bachelor's degree in urban planning, public administration, economics, or a related field; or the equivalent in work experience.
- b. Three or more years experience in project management, economic and community development, planning administration, or related experience.
- c. Three (3) years of midlevel management experience.
- d. Knowledge of the principles and practices of municipal operations, planning and land-use issues preferred.
- e. Knowledge of state and federal laws and funding sources preferred.
- f. Extensive experience in the use of office equipment and technology, including computers and related software.
- g. Skill in developing and fostering effective public relations and community promotion techniques.
- h. Extensive experience in written communications with the ability to develop succinct and articulate reports and presentations.
- i. Ability to effectively communicate and present ideas and concepts, and make presentations in a public forum.
- j. Ability to establish effective working relationships, and use good judgement, initiative and resourcefulness when dealing with developers, residents, public officials, business and property owners, various professionals, community groups and the general public.
- k. Skill in influencing others to work cooperatively for common or larger goals.

- I. Ability to travel to various locations within the City and State.
- m. A valid State of Michigan Vehicle Operator's License.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, it is regularly required to communicate with others and review and produce written documents. The position frequently is required to use hands to handle, feel and reach with hands and arms. Employee must be able to lift 35 lbs.

While performing the duties of this job, the employee regularly works in a business office setting. The employee is frequently required to visit business locations and project sites. The employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually quiet, and may occasionally become moderate in field situations.

SELECTION GUIDELINES

Formal resume, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.