



**Special Projects Manager
District Administration Department**

Full-Time/Non-Exempt
Career Range: \$22.19 - \$35.79/hour (DOQ)

Fort Collins – Loveland Water District

Revision Date: May 2022

Approved by General Manager:

Approved by Human Resources:

General Purpose:

This position is for a detail oriented, motivated, highly-skilled candidate. Duties include managing various board of director meetings and documents, planning and organizing high-level meetings, administrative duties and special assignments from the General Manager (GM) and Utilities Operations Superintendent. Reports directly to the General Manager.

Essential Functions:

- Investigate, analyze information, draw conclusions and make recommendations based on data, research or findings. Prepare reports based on recommendations. Utilize data driven decision making processes to validate business decisions.
- Prepares reports and presentation materials and routine correspondence with exceptional attention to detail, accuracy and confidentiality.
- Ensures that all Board of Director documents, including agendas, resolutions, minutes, special notices, memorandums, and meeting packets, are prepared and delivered to Board members in a timely and accurate manner.
- Manages and maintains the content on our web portal for board documents.
- Coordinate public meeting notifications and legal notices for compliance with regulatory requirements.
- Manage audio and video presentation and recording technology for live meetings.
- Works with the Administrative Analyst on the contract management process.
- Works with the Finance Director to ensure organizational and other documents are archived appropriately.
- Maintain and follow up on accurate listing of continual items/issues and track to their completion.
- Manages the GM's calendar and daily schedule to include anticipating needs and proactively adjusting schedules, arrangements and meetings as needed. Sets agendas and disseminates notes.
- Determines when executive action is required and supplies a recommendation where appropriate.
- Facilitates communications between the General Manager, Utilities Operations Superintendent and the Boards of Directors, District staff and third-party Public Relations firms through memos, reports, emails, and other updates.
- Develops, coordinates, and tracks various Business programs (safety programs, licensing and dues, water conservation programs, water audit programs, efficiency goals, intern program, etc.) and coordinates with internal and external stakeholders.
- Screens incoming calls and correspondence and responds independently when possible. Monitors GM's email as a backup.
- Takes initiative to resolve problems within specified policies and guidelines.
- Performs special event planning and coordination, including tours of District facilities and periodic meetings with other districts and cities.

- Perform additional assignments per General Manager's direction.
- Performs other duties as required and necessary to ensure the success of the organization.

Supervisory duties:

- Intern Program, typically for seasonal employees.

Knowledge, skills and abilities:

- Ability to consistently promote, support, work, and act in a manner in support of the District's mission and values.
- Business case decision-making.
- Excellent oral and written English communication skills including spelling, grammar, and written business communications (letters, memos, and reports) with various audiences.
- Ability to work independently on assigned tasks as well as to accept direction on given assignments.
- Ability to interface with employees, board members, customers and the general public in a professional and friendly manner, even in difficult conversations.
- Ability to apply practical knowledge of policies, practices and procedures including meeting the State of Colorado's guidelines for notice and posting, Orders of Inclusion, Public Hearings, and other legal requirements.
- Ability to be proactive, collaborative, and resourceful.
- Ability to consult with others in the District and outside vendors/contractors and interpret printed or electronic data on a daily basis.
- Ability to manage multiple projects, deliverables and deadlines simultaneously.
- Strong skills in executive calendar management.
- Planning, prioritizing, organizing, assigning and coordinating the activities of the District.
- Ability to attend monthly evening Board meetings and occasionally attend meetings outside of normal business hours.
- Proficient self-starter, multi-tasker, and problem-solver with the ability to work independently and as a team member.
- Strong understanding and experience controlling electronic meeting platforms (Zoom, Teams) and ability to effectively present information to a professional audience.
- Ability and maturity to perform assigned tasks unsupervised throughout an eight (8) hour day.

Additional Requirements/Licenses/Certifications:

- Must have reliable transportation.
- Must have a valid driver's license and clean driving record.
- Fluent in Spanish is desirable.

Materials, software and equipment directly used:

- This role routinely uses standard office equipment such as computer, multi-line telephone system, photocopier, printer, scanner, postage meter, and calculator.
- Microsoft Office software.
- Video conferencing software, such as Zoom and Teams.
- iPhone cell phone.

Physical Activities:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to talk or hear. Ability to stand, sit, walk, walk on unpaved terrain, talk, reach with arms and hands, have good manual dexterity, use hands and fingers to operate a computer and telephone keyboard, handle or feel, hear alarms/telephones/normal speaking voice.
- Work primarily involves a high degree of mental concentration.
- Light physical effort may be required by moving and positioning objects up to 20 pounds occasionally and / or 10 pounds frequently.

Education:

- High School Diploma or General Education Diploma (GED) equivalent is required
- A BA/BS in Accounting, Business or Management or similar is preferred.

Experience:

- At least five (5) years' experience with contract and/or project management is required.
- Experience utilizing advanced level Microsoft Office software is required.
- Expert on Zoom video conferencing is required.
- Expert on Teams video conferencing is required.
- An equivalent combination of education and experience may be substituted on a year for year basis.

Working environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Must be able to get to work consistently and on-time and work a full workday schedule.
- Work is generally performed in an indoor professional office environment.
- Occasional outdoor work in extreme weather conditions (hot/cold); walking on uneven terrain; occasional exposure to insects.
- Travel to conferences, meetings and branch locations on a regular basis is necessary.
- A clean and safety-conscientious environment required while employed
- Work may involve long hours and overtime during holidays, weekends, and evenings.

Passing a driving record (MVR) and criminal history background checks will be required prior to the start of employment.

I have read this Job Description, asked for clarification of any items that are unclear to me, and agree to fulfill my duties as outlined. I understand that this is not all-inclusive, and that I will be responsible for performing other duties as assigned. I understand that this does not constitute a contract of employment and that either the company or I may terminate my employment at will, with or without cause.

Printed Name

Date

Signature