

**Business Project Manager
South Fort Collins Sanitation District**

**Full-Time/Non-Exempt
Career Range: \$34.14 - \$50.79/hour (DOQ)**



South Fort Collins Sanitation District

Revision Date: July 2022

Approved by General Manager: 

Approved by Human Resources: 

General Purpose:

Under minimum supervision, the Business Project Manager performs a wide variety of professional administrative and analytical work in support of a wide range of policies, organization procedures, financial services, and special projects. Compiles and analyzes data, makes recommendation on policy, prepares reports, assists in budget process, assists in design and implementation of systems/programs. Provides responsible professional and technical administrative duties to District. Reports directly to the General Manager.

Essential Functions:

- Identifies administrative needs and develops appropriate solutions or recommendations.
- Conducts research and analytical studies, preparing reports that include cost analyses, comparative financial data, and informational data to support findings.
- Manages contracts and coordinates with contract lawyer, management, consultants, and contractors.
- Coordinates collection and preparation of operating reports such as time and attendance records, terminations, new hires, and statistical records of performance data.
- Aids with human resource duties such as, editing and creating job descriptions, posting open job opportunities, coordinating interviewees with interviews, and drafting offer letters.
- Conducts cost/benefit analyses and evaluations of programs, staffing, and equipment utilization.
- Analyzes procedures and workflow of a program or process, and recommends improvements in such areas as purchasing, accounting, budget development, and administration.
- Studies methods of improving work measurements or performance standards.
- Provide support to the tap application process.
- Works with the Financial Director to ensure organizational and other documents are archived appropriately.
- Aid the General Manager to ensure 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.
- Maintain and follow up on accurate listing of continual items/issues and track to their status.
- Aid the General Manager with the fleet vehicles, including tracking assets via GPS, approving repairs and maintenance, soliciting bids for new vehicles, and assigning to staff.
- Interprets and applies laws, rules, and regulations applicable to the organization.
- Aids with data retention, data storage and retrieval system.
- Performs other duties as required and necessary to ensure the success of the organization.

Supervisory duties:

- None

Knowledge, skills, and abilities:

- Ability to consistently promote, support, work, and act with an expectation of agency in a manner in support of the District's mission, vision and values.
- Considerable working knowledge of accepted accounting standards and procedures.
- Considerable working knowledge of the contract/project management process.
- Mathematical ability to handle required calculations and troubleshoot problems.
- Ability to consult with others in the department and interpret printed or electronic data daily.
- Ability to communicate effectively with customers, contractors, developers, distributor, co-workers, and supervisory staff verbally or in writing.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to work independently and to establish and maintain effective working relationships with other employees and the public.

Additional Requirements/Licenses/Certifications:

- Must have reliable transportation.
- Must have a valid driver's license.

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.

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. This is largely a sedentary role; however, some filing is required; it would require the ability to reach for and lift files, open filing cabinets and bend or stand on a stool as necessary. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.
- Work primarily involves a high degree of visual and/or 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
- Preferred collegiate level courses or an associate's degree in business administration or accounting.

Experience:

- At least five (5) years' experience with contract and/or project management required with at least three (3) years office project management experience preferred.
- Experience utilizing advanced level Microsoft Office software is required.
- Experience of hands-on implementation of continuous process improvement and solutions is required.
- Training experience is preferred.
- 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.

- Work is generally performed in an indoor, professional office environment.

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

