

RECORD OF ORDINANCE

ORDINANCE NO. 02-2023

AN ORDINANCE CREATING THE POSITION OF PROJECT MANAGER FOR THE VILLAGE OF GENOA, AND DECLARING AN EMERGENCY.

WHEREAS: The Personnel Committee for the Village of Genoa recommends creating the position of Project Manager.

WHEREAS: The Village of Genoa wishes to designate a position (Project Manager) to coordinate, inspect, manage, and report to Administration the projects that the Village has entered agreements on.

WHEREAS: The position of the Project Manager has been described in the Policy and Procedure Manual amended by Ordinance Exhibit A.

NOW THEREFORE BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF GENOA, OTTAWA COUNTY, OHIO:

SECTION 1. That the Mayor will appoint a Project Manager to facilitate management of designated projects for the Village of Genoa.

SECTION 2. That the Project Manager will perform the duties as described in the Job description in the Policy and Procedure Manual.

SECTION 3. It is found and determined all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of the Council, and that all deliberations of this Council or of any of its committees that resulted in such formal actions were in meetings open to the public in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

SECTION 4. That the passage of this Ordinance as an emergency measure is necessary to preserve the public peace, safety of said Village in order to comply with the established debt payment schedule.

SECTION 5. This ordinance shall be in full force and effect immediately after its passage.

Vote to suspend rules: For: 5 Against: 0

Vote on emergency clause: For: 5 Against: 0

Vote on final adoption: For: 5 Against: 0

ADOPTED 1-2-2023 As an emergency measure.

RECORD OF ORDINANCE



Village Attorney

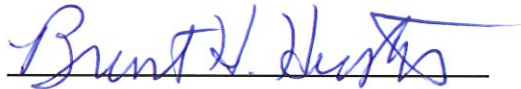


Mayor

ATTEST:



Clerk of Council



President of Council

APPROVED AS TO FORM:

APPROVED:

FISCAL OFFICER'S CERTIFICATE AS TO PUBLICATION

This is to certify that publication was duly made as provided in Ordinance 67-2017 adopted by the following method:

By posting certified copies thereof in the six (6) public places specified in Section 105.01 of the Codified Ordinances of the Village of Genoa, and by Ordinance 67-2017, said posting having been accomplished on the following date: 1-2, 2023



Fiscal Officer

POSITION DESCRIPTION

Revised 1/01/23

TITLE: PROJECT MANAGER

DEPARTMENT: Administration

FLSA STATUS: Non-Exempt

CLASSIFICATION: Part-time

DIVISION: N.A.

GENERAL PURPOSE:

1. The Project Manager is responsible for the direction, coordination, implementation, execution, control, and completion of a project while remaining aligned with the strategy, commitments, and goals of the Administration.
2. Performs other duties as required.

SUPERVISION RECEIVED: Works under the general supervision of the Village Administrator.

SUPERVISION EXERCISED: None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Plan and implement projects.
2. Determine and define project scope and objectives.
3. Construct a detailed project plan to track progress.
4. Use appropriate verification techniques to manage changes in project scope, schedule, and costs.
5. Provide project updates on a consistent basis to Administration about strategy, adjustments, and progress.
6. Manage contracts with vendors and supplies by assigning tasks and communicating expected deliveries.
7. Create and maintain comprehensive project documentation.
8. Collaborate with engineers, architects, and other parties included in the planning, design, and construction of the project.
9. Obtain or direct others to obtain actionable permits from the appropriate authorities.
10. Manage relationships between clients and administration.
11. Perform risk management analysis to reduce project risk.
12. Identify and resolve issues that arise.
13. Final performance evaluation of the project

OTHER DUTIES AND RESPONSIBILITIES:

1. Performs other duties as assigned by the Administration.
2. Monitor compliance issues within the Public Works Department including Ohio EPA, ODOT, Ottawa County Engineer, and any other enforcement policies.

MINIMUM ACCEPTABLE CHARACTERISTICS:

Knowledge of: computer software; Microsoft Office products; budgeting; inventory control; purchasing; geographic layout of jurisdiction; organizational goals and objectives; agency policies and procedures; department goals and objectives; organizational policies and procedures, Occupational Safety and Health Administration rules and regulations; water treatment plant operating procedures; wastewater treatment plant operating procedures; water and wastewater treatment regulations; road construction, maintenance, and repair; utility construction, maintenance and repair; building construction, maintenance and repair; general construction, maintenance and repair; vehicle maintenance and repair; water distribution systems construction, maintenance, and repair; sewer construction, maintenance, and repair; snow and ice removal; grounds maintenance and repair; media relations; community resources and services; marketing; English grammar and spelling; records management; employee training and development; personnel administration; workplace safety practices and procedures; supervisory principles and practices; office management; local geographical area.

Skill in: Computer operation; telephone operation; use of modern office equipment; motor vehicle operation.

Ability to: carry out instructions in written, oral, or picture form; interpret a variety of instructions in written, oral, picture, or schedule form; interpret extensive variety of technical material in books, journals, and manuals; deal with problems involving few variables within familiar context; deal with problems involving several variables within familiar context; deal with variety of variables within somewhat unfamiliar context; deal with many variables and determine specific action; recognize unusual or threatening conditions and take appropriate action; apply management principles to solve agency problems; define problems, collect data, establish facts, and draw valid conclusions; understand most difficult classes of concepts; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations.; determine material and equipment needs; add, subtract, multiply, and divide whole numbers; calculate fractions, decimals, and percentages; complete routine forms; prepare routine correspondence; prepare accurate documentation; prepare maps, charts, graphs, or plans; compile and prepare reports; respond to routine inquiries from public and/or officials; prepare and deliver speeches and presentations; communicate effectively; train or instruct others; understand a variety of written and/or verbal communications; gather, collect, and classify information; maintain records according to established procedures, answer routine telephone inquiries; develop and maintain effective working relationships; resolve complaints; travel to and gain access to work site.