



ISLE OF WIGHT COUNTY
invites applications for the position of:

Special Projects Coordinator - Transportation Division

SALARY:	\$42,690.00 - \$56,106.00 Annually
OPENING DATE:	07/14/22
CLOSING DATE:	Continuous
DESCRIPTION:	

The Special Projects Coordinator coordinates a wide variety of projects and performs complex research and analysis in order to provide recommendations to the Transportation Manager and Public Works Director regarding multifaceted issues.

EXAMPLES OF DUTIES:

- Coordinates a wide variety of non-routine projects with a high degree of independent judgment and responsibility on subject matter related to the Transportation Division in Public Works;
- Identifies new projects and initiatives to benefit the organization and interacts with Federal, State, and Regional officials and agencies, other localities and community organizations;
- Assists with site plan and development application review for consistency with County long range transportation goals, current transportation project coordination, and general engineering principles.
- Researches and compiles historical, financial, statistical, or administrative data pertaining to implementation of division issues and programs;
- Interacts with division managers, regional research institutions, or other sources in order to obtain data and complete projects;
- Enters and analyzes data, determines validity and relevance of data, makes applicable calculations, and identifies trends;
- Prepares formal reports, presentations, or recommendations relating to results of research and analysis;
- Attends board of supervisors, committees and staff meetings as required in order to provide assistance to the division manager and makes recommendations on subjects under discussion;
- Prepares mission statements, goals, standard operating procedures, and policies;
- Manages special short-term projects in transportation including solicitation, vendor coordination, inspection, and close out.
- Provides annual operating budget and capital improvement plan input for assigned plans and programs;
- Compiles division operating and capital budgets, assists division manager with budget trade-off analysis, and creates budgetary expense reports;
- Makes recommendations that impact the budget;
- Manages or administers grant funds, including grant application assistance, grant fiscal tracking, and support during grant audits;

- Manages Federal, State, and local procurement document flow related to grant-funded projects, including development of IFBs, management of advertisements, analysis of DBE and Civil Rights contract requirements, and bid tab analysis;
- Processes Federal and State grant reimbursement requests, tracks received funds, and coordinates between state and inter-County departments to ensure correct fiscal accounting for all funds;
- Provides contract management for active construction projects, including tracking vendors and purchase orders, reviewing invoices and pay applications, reviewing Civil Rights and DBE requirements, making regular payments, developing and analyzing contract amendments, and calculating liquidated damages.
- Assists in organizing special events like groundbreakings, ribbon cuttings, community meetings, and public forums.
- Performs other related duties as assigned.
- Observes all approved safety and health policies and procedures pertaining to his/her work activities and performs all work tasks in a safe and healthy manner in accordance with County policy.

Physical Demands:

Sedentary work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Requires the use of fingers, grasping, handling, hearing, kneeling, lifting, mental acuity, reaching, repetitive motion, speaking, talking, visual acuity, and walking.

REQUIRED QUALIFICATIONS:

MINIMUM REQUIREMENTS TO PERFORM WORK:

- Requires a Bachelor's degree
- Four (4) years of work experience
- Ten (10) years of relevant experience may be substituted for education
- VDOT, construction, procurement, MUNIS, and grant administration experience preferred.
- Experience with site plan or construction plan review preferred.

LICENSES/CERTIFICATIONS:

- Driver's License valid in the Commonwealth of Virginia.
- Project Management Professional (PMP) certification is preferred
- VDOT LAP Qualification Program training completion and maintenance is required for all Transportation Division staff.

SUPPLEMENTAL INFORMATION:

Position is open until filled.

The Transportation Division of Public Works operates as a small team of solution-oriented, creative-thinkers to produce significant results with limited resources. The ideal candidate for the Special Projects Coordinator position can work comfortably in a fast-paced, multi-tasking environment with minimal supervision. The Special Projects Coordinator needs to be able to shift gears and adjust priorities on a regular basis without losing track of long-term goals and deliverables. Additionally, the ideal candidate will be a fast-learner, comfortable with tackling a wide variety of assignments and applications that may be unfamiliar. Experience in the construction field and previous work with contractors and construction vendors will be helpful.

Anticipated Hiring Range: \$42,690 - \$56,106 depending on qualifications.

Please Note: All County employees may be required to report to serve our customers during emergency conditions. While some will perform their regular duties, others may be assigned to report at a different time and location and to perform different duties from their regular jobs.

Employees will either be deemed essential personnel and provide services that must continue regardless of or pursuant to a state of emergency or will be deemed nonessential personnel that will be required to report to work in an emergency if they receive an assignment to shelter duty or other duty.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.co.isle-of-wight.va.us/>

17090 Monument Circle, Suite 108
Isle of Wight, VA 23397
(757) 357-6656

hrdept@isleofwightus.net

Position #1
SPECIAL PROJECTS COORDINATOR - TRANSPORTATION
DIVISION
CV