



# Project Administration Department

324 East Pine Street  
Tarpon Springs FL 34689  
(727) 942-5638

## Memorandum

**Date:** September 27, 2022  
**To:** Mark LeCouris, City Manager  
**From:** Bob Robertson, Project Administration Director *RRP*  
**Subject:** Project Administration Department Reorganization

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### Summary

A reorganization of the Project Administration Department is proposed to add two (2) new positions and upgrade an existing position.

### Background

The Project Administration Department was created in March 2017. Its primary purpose is to provide technical and administrative support to City Departments for the design and/or construction of City projects.

The Department is seeking to add a new Grant Project Specialist position and to upgrade the Project Supervisor position to an Assistant Director. Also, in anticipation of an increase in construction activity resulting from upcoming grant-funded projects, a second Project Inspector position is proposed to be added to the Department's Organizational Chart to allow for future needs but would be un-filled and un-funded for FY2023.

Details of this proposal are provided herein. This proposal has been reviewed with the Human Resources Department and the Finance Department. The proposed job descriptions are attached to this memorandum in line-and-strike format for review of the proposed changes.

### Schedule

Implementation of this reorganization is proposed to occur concurrent with the hiring of the Grant Project Specialist position.

### Funding

The funding for this proposal has been previously approved by the BOC and is included in the BOC-Approved FY2023 City Budget.

## Existing Project Administration Department Organizational Structure

The Project Administration Department reorganization currently consists of three (3) full time employee positions and is structured as shown on Figure 1. Current pay grades are shown for each position.

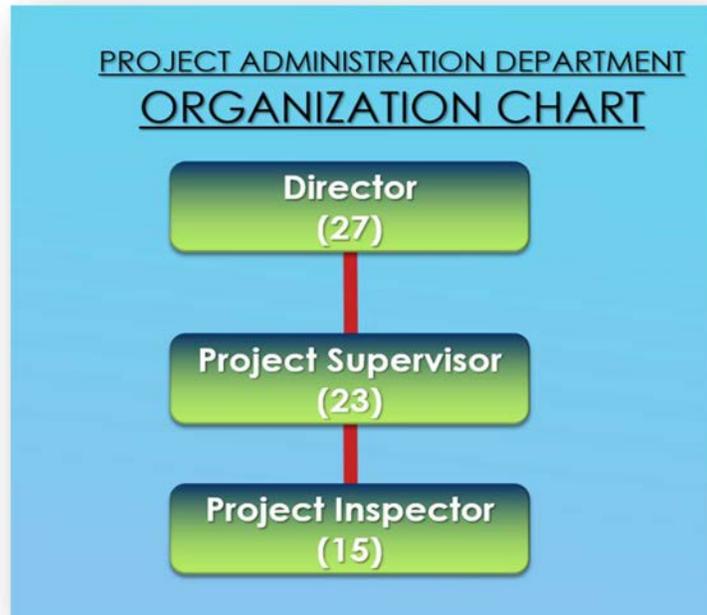


Figure 1 - Existing Department Structure

## Proposed Project Administration Department Organizational Structure

The proposed Project Administration Department reorganization would leave the Director and Project Inspector positions unchanged (green cells). It would add the Grant Project Specialist position, add an un-funded Project Inspector position, and would upgrade the existing Project Supervisor (PG 23) position to an Assistant Director (PG 25). The new personnel would be subordinate to the Assistant Director as shown in the yellow cells on Figure 2. Proposed pay grades are shown for each position.



Figure 2 - Proposed Department Structure

Proposed position changes are summarized below:

- The **Grant Project Specialist** would be added to the department as a new position. The job description would reflect a specialization in grant writing, grant administration, and project management. This position would report to the **Assistant Director**. The pay grade is proposed to be PG 20.
- The second **Project Inspector** position would be added to the organizational chart to address an anticipated future need for additional construction project inspection support. The position is proposed to be un-funded and un-filled, representing a placeholder to address future needs. This position would report to the **Assistant Director**.
- The **Project Supervisor** job description and title would be changed to reflect updated and expanded job duties. The new title would be **Assistant Director**. The pay grade is proposed to be increased from PG 23 to PG 25 to reflect increased responsibility with a recommended 5-percent pay increase for the incumbent employee.

**Funding and Department Salary Allocations:**

As an internal service department, salaries for the Project Administration Department are split between three funding sources in accordance with average project workload. The allocations are designed as shown in the table below. No change is proposed for this funding allocation.

	<i>Account Number</i>	<i>Fund Allocation</i>
Water/Sewer	402-5001-536-12.00	52%
Stormwater	406-5001-536-12.00	19%
General Fund	001-5001-519.12.00	29%
Total		100%

**Cost Impact:**

The following table shows the cost impact associated with this proposed reorganization. These values were presented to the BOC at the Aug 18, 2022 Budget Workshop and received consensus approval. Also, these values are included in the FY2023 budget, approved at the Sept. 26, 2022 BOC Special Session\*.

	<i>FY23 Original Budget</i>	<i>FY23 BOC- Approved Budget*</i>	<b>Net Increase</b>		
			<b>Salaries</b>	<b>Benefits</b>	<b>Total Increase (BOC- Approved)</b>
Salary Allocations					
Water/Sewer	\$135,158	\$169,362	\$34,204	\$8,859	\$43,063
Stormwater	\$49,385	\$61,883	\$12,498	\$3,237	\$15,735
General Fund	\$75,377	\$94,452	\$19,075	\$4,940	\$24,016
Totals	\$259,920	\$325,697	\$65,777	\$17,036	\$82,814

**CITY OF TARPON SPRINGS  
JOB DESCRIPTION**

**JOB TITLE:** GRANT PROJECT SPECIALIST  
**DEPARTMENT:** PROJECT ADMINISTRATION  
**REPORTS TO:** PROJECT ADMINISTRATION ASSISTANT DIRECTOR  
**DEPT. HEAD:** PROJECT ADMINISTRATION DIRECTOR  
**FLSA STATUS:** EXEMPT  
**CIVIL SERVICE:** YES  
**LAST REVISION:** SEPTEMBER 2022

**GENERAL STATEMENT OF JOB**

This is very responsible technical, contract administration, grants administration, and project management work that involves grant writing, procurement administration, project management, project execution, supervision of assigned staff, and technical evaluation of construction contracts, project plans, and project activities. Employees in this classification take responsibility for grant project planning, grant and project contract administration, and construction oversight processes including assignments with potentially complex and diversified projects involving grant writing, grant management, project design, construction, and review. Employees are expected to exercise considerable independent judgment in resolving problems and supervising technical activities. Assists the Project Administration Director and Assistant Director with various administrative functions of the department as assigned.

**ESSENTIAL FUNCTIONS**

1. TECHNICAL AND ADMINISTRATIVE DUTIES
  - 1.1. Coordinates and supervises phases of grant contract administration including grant applications, grant tracking, and all phases of project management. .
  - 1.2. Performs and supervises preparation of grant applications, project change orders, manages inspections, documents plan changes, prepares status reports, and evaluates technical matters.
  - 1.3. Coordinates the combining of Requests for Proposals (RFP), Work Change Directives (WCD) and Additional Work Authorizations (AWA) into Request for Change Orders (RCO); assembles related documentation, prepares Request for Change Order packages and obtains agreement from City officials, contractors, and grant agencies (when applicable).
  - 1.4. Negotiates, administers, and tracks grant through the application process, project execution, and grant reimbursement processes where applicable.
  - 1.5. Negotiates, administers, and tracks project change orders related to the contract from initiation through completion including cost and time impacts, and negotiates changes in contract time and cost.
  - 1.6. Reviews and approves engineers design plans and contractors' construction work plans to ensure that conformance with grant and contract requirements.
  - 1.7. Performs or supervises inspection of construction projects, scheduling of compliance testing, tracks/controls costs, coordinates utility matters, and interacts with the public on project related matters.
  - 1.8. Makes technical investigations, prepares administrative/technical reports on findings and assigns or delegates specific duties to subordinates and others on assigned projects.

- 1.9. Supervises and inspects contracts and construction and confers with contractors and other parties to ensure City standards and grant requirements are met.
- 1.10. Conducts a Preconstruction Conference attended by the city, engineer, general contractor and/or affected parties on field construction to establish a common understanding of the scope and objectives of projects.
- 1.11. Evaluates requests for material/equipment substitution made under the contract or project.
- 1.12. Reviews, reconciles discrepancies, and approves the Contractor's Schedule of Values (cost breakdown) to establish a reasonably balanced distribution of costs to the various elements of the total construction to serve as a basis for progress payments and determination of cost impact of changes including documenting reasons related to any discrepancies between the estimated costs versus actual costs.
- 1.13. Identifies tentative date of substantial completion; prepares, and issues Certificate of Substantial Completion with a list of stated qualifications (punch list).
- 1.14. Obtains concurrence of city and contractor with date of substantial completion and punch list, and issues Certificate of Substantial Completion with definitive date of substantial completion.
- 1.15. Receives, reviews, and renders professional and technical determinations on entitlement and magnitude of entitlement in response to written notifications of claims made by either the contractor or the county in accordance with applicable contracts, regulations, and provisions.
- 1.16. Coordinates, conducts, and documents inspections and final acceptance by city officials or delegates to subordinates.
- 1.17. Assists the Project Administration Director or Assistant Director with various administrative functions of the department as assigned.
- 1.18. Performs related work as assigned or required.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- 2.1. Knowledge of the principles, techniques and practices of grant writing, grant tracking, and grant conformance.
- 2.2. Knowledge of the principles and practices of general engineering practice and project management
- 2.3. Skill in the use of engineering instruments and equipment and ability to utilize related computer applications.
- 2.4. Ability to perform project planning functions, project management, grant administration, and construction contract administration.
- 2.5. Ability to apply computer applications and software.

### **ADMINISTRATIVE FUNCTIONS**

- 3.1. Communicates and interacts effectively with project stakeholders, including City staff and the public by telephone, fax machine, email, virtual meetings, and in-person coordination to assist in all aspects of project management.
- 3.2. Corresponds with the general public; explains projects to citizens.

- 3.3. Receives, drafts, prepares, completes, files, reviews, and/or submits records and documents including reports, surveys, plans, calculations, projections, easements, spreadsheets, charts, and general office correspondence.

**QUALIFICATIONS:**

**EDUCATION / EXPERIENCE**

Six (6) years grant-writing, engineering, public administration, or construction management, contract administration or directly related experience that grant-writing and project management experience or project management training, or;

Bachelor’s degree in engineering, public administration, construction management, contract administration or related field and 3 years’ experience as described above.

**LICENSURE / CERTIFICATIONS**

Valid Florida Driver's License.

Projects Management Certification, such as PMP, is preferred

Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

An equivalent combination of education, experience, and professional licensure / certifications may be considered by the City.

**ADMINISTRATIVE SKILLS**

Computer Skills

- Input data into computer programs
- Use computer packages to prepare graphics/charts
- Use computerized spreadsheets to conduct analysis

Communication Skills

- Answer telephones.
- Compose letters.
- Coordinate events.
- Coordinate meetings

**GENERAL OFFICE EQUIPMENT/MACHINERY OPERATIONS**

- |                               |                          |                          |
|-------------------------------|--------------------------|--------------------------|
| Personal computer             | Photocopier              | Motor vehicle operations |
| Calculator                    | Fax                      | Microfiche or microfilm  |
| Balance figures               | Compile Statistics       | Maintain filing systems  |
| Maintain Logs                 | Proofread documents      | Research information     |
| Develop office procedures     | Establish filing systems | Graphic Presentations    |
| Computer peripheral equipment | Smart phone              | Video Conferencing       |

**WORKING CONDITIONS/ENVIRONMENT**

- Contact with persons under a wide variety of circumstances.
- Occasionally subjected to irregular hours.
- Subject to varying and unpredictable situations.
- Subject to many interruptions.
- Occasional pressure due to multiple calls and inquiries.
- Local travel required.
- Occasional on-call duty required, rare after-hours response required
- The work environment/conditions characteristics described herein are representative of those an employee encounters while performing the essential functions of this job and are not an all-inclusive list.

**WORKING ENVIRONMENT**

The work environment/conditions characteristics described herein are representative of those an employee encounters while performing the essential functions of this job and are not an all inclusive list.

**PHYSICAL DEMANDS:** The following list is not exhaustive; it merely provides some of the physical duties of the position.

REQUIRES FULL RANGE OF BODY MOTION INCLUDING:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
Sit			✓	
Stand			✓	
Walk			✓	
Bend			✓	
Squat		✓		
Crawl		✓		
Climb height <u>20</u> ft.		✓		
Reach above shoulder level		✓		
Crouch		✓		
Balance		✓		
Kneel		✓		
Verbal Communications				✓
Written Communications				✓
Hearing ordinary conversation				✓
Near & Far Acuity-ability to see clearly at 20 inches or less and 20 feet or more				✓
Peripheral Vision, Distinguish colors, and Depth Perception				✓

REQUIRES COORDINATION FOR REPETITIVE ACTION:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
In simple grasping: Right			✓	
Left			✓	
In firm grasping: Right			✓	
Left			✓	
In fine manipulating: Right			✓	
Left			✓	
In operating foot controls Right			✓	
Left		✓		

JOB REQUIRES ABILITY TO LIFT AND CARRY AND PUSH AND PULL:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
Up to 24 lbs.		✓		
Over 24 lbs.		✓		



**CITY OF TARPON SPRINGS  
JOB DESCRIPTION**

**JOB TITLE:** GRANT PROJECT SPECIALIST  
**DEPARTMENT:** PROJECT ADMINISTRATION  
**REPORTS TO:** PROJECT ADMINISTRATION ASSISTANT DIRECTOR  
**DEPT. HEAD:** PROJECT ADMINISTRATION DIRECTOR  
**FLSA STATUS:** EXEMPT  
**CIVIL SERVICE:** YES  
**LAST REVISION:** SEPTEMBER 2022

**GENERAL STATEMENT OF JOB**

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**ESSENTIAL FUNCTIONS**

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### **KNOWLEDGE, SKILLS, AND ABILITIES**

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- 2.4. Ability to perform project planning functions, project management, grant administration, and construction contract administration.
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### **ADMINISTRATIVE FUNCTIONS**

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**EDUCATION / EXPERIENCE**

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**ADMINISTRATIVE SKILLS**

Computer Skills

Input data into computer programs  
Use computer packages to prepare graphics/charts  
Use computerized spreadsheets to conduct analysis

Communication Skills

Answer telephones.  
Compose letters.  
Coordinate events.  
Coordinate meetings

**GENERAL OFFICE EQUIPMENT/MACHINERY OPERATIONS**

Personal computer	Photocopier	Motor vehicle operations
Calculator	Fax	Microfiche or microfilm
Balance figures	Compile Statistics	Maintain filing systems
Maintain Logs	Proofread documents	Research information
Develop office procedures	Establish filing systems	Graphic Presentations
Computer peripheral equipment	Smart phone	Video Conferencing

**WORKING CONDITIONS/ENVIRONMENT**

Contact with persons under a wide variety of circumstances.

Occasionally subjected to irregular hours.

Subject to varying and unpredictable situations.

Subject to many interruptions.

Occasional pressure due to multiple calls and inquiries.

Local travel required.

Occasional on-call duty required, rare after-hours response required

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**WORKING ENVIRONMENT**

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**PHYSICAL DEMANDS:** The following list is not exhaustive; it merely provides some of the physical duties of the position.

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Stand			✓	
Walk			✓	
Bend			✓	
Squat		✓		
Crawl		✓		
Climb height <u>20</u> ft.		✓		
Reach above shoulder level		✓		
Crouch		✓		
Balance		✓		
Kneel		✓		
Verbal Communications				✓
Written Communications				✓
Hearing ordinary conversation				✓
Near & Far Acuity-ability to see clearly at 20 inches or less and 20 feet or more				✓
Peripheral Vision, Distinguish colors, and Depth Perception				✓

REQUIRES COORDINATION FOR REPETITIVE ACTION:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
In simple grasping: Right			✓	
Left			✓	
In firm grasping: Right			✓	
Left			✓	
In fine manipulating: Right			✓	
Left			✓	
In operating foot controls Right			✓	
Left		✓		

JOB REQUIRES ABILITY TO LIFT AND CARRY AND PUSH AND PULL:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
Up to 24 lbs.		✓		
Over 24 lbs.		✓		



**CITY OF TARPON SPRINGS  
JOB DESCRIPTION**

**JOB TITLE:** PROJECT ADMINISTRATION ASSISTANT DIRECTOR  
**DEPARTMENT:** PROJECT ADMINISTRATION  
**REPORTS TO:** PROJECT ADMINISTRATION DIRECTOR  
**DEPT. HEAD:** PROJECT ADMINISTRATION DIRECTOR  
**FLSA STATUS:** EXEMPT  
**CIVIL SERVICE:** YES  
**LAST REVISION:** SEPTEMBER 2022

**GENERAL STATEMENT OF JOB**

Under general direction of the Director, provides senior-level administrative and technical support to the Director and the City Manager as the leader or manager of assigned projects, programs, and services through the supervision and direction of resources, including subordinate personnel. The position will have overall operational and management responsibility in completing simultaneous assigned projects and services and will serve as the secondary point of contact and spokesperson on behalf of the Director or City Manager for projects as assigned. Day-to-day collaboration will be required with all members of the staff to ensure the organization is able to achieve its objectives. In addition, the Project Administration Assistant Director will work closely with stakeholders from both within and outside of the community to develop consensus and successful implementation. Work is carried out with wide latitude for independent judgment and initiative. Assists the Project Administration Director with various administrative functions of the department as assigned. Shall serve as Acting Department Director in the Director's absence, reporting to the City Manager, and performing all appropriate duties and responsibilities of the Director's position as needed or assigned.

**ESSENTIAL FUNCTIONS**

1. TECHNICAL AND ADMINISTRATIVE DUTIES
  - 1.1. Serves as the Acting Department Director when the Director is unavailable.
  - 1.2. Coordinates and supervises phases of grant and contract administration including construction reviews of public works, infrastructure, and other capital improvement contracts, project records, and payment requests.
  - 1.3. Performs and supervises preparation of grant project applications, change orders, manages inspections, documents plan changes, prepares status reports, and evaluates technical matters including inspection processes.
  - 1.4. Coordinates the combining of Requests for Proposals (RFP), Work Change Directives (WCD) and Additional Work Authorizations (AWA) into Request for Change Orders (RCO); assembles related documentation, prepares Request for Change Order packages and obtains agreement from county and contractor officials.
  - 1.5. Negotiates, administers, and tracks approved project change orders related to the contract from initiation through completion including cost and time impacts, and negotiates changes in contract time and cost.
  - 1.6. Reviews and approves contractors' construction work plans to determine that the contractor has accounted for the scheduling of all significant components of the total construction or project and that the effort has sequenced activity to conform to contract requirements.

- 1.7. Performs inspection of construction projects, scheduling of compliance testing, tracks/controls costs, coordinates utility matters, and interacts with the public on project related matters.
  - 1.8. Makes technical investigations, prepares administrative/technical reports on findings and assigns or delegates specific duties to subordinates and others on assigned projects.
  - 1.9. Supervises and inspects contracts and construction and confers with contractors and other parties to ensure county standards are met.
  - 1.10. Conducts a Preconstruction Conference attended by the city, engineer, general contractor and affected parties on field construction to establish a common understanding of the scope and objectives of projects.
  - 1.11. Evaluates requests for material/equipment substitution made under the contract or project.
  - 1.12. Reviews, reconciles discrepancies, and approves the Contractor's Schedule of Values (cost breakdown) to establish a reasonably balanced distribution of costs to the various elements of the total construction to serve as a basis for progress payments and determination of cost impact of changes including documenting reasons related to any discrepancies between the estimated costs versus actual costs.
  - 1.13. Identifies tentative date of substantial completion; prepares, and issues Certificate of Substantial Completion with a list of stated qualifications (punch list).
  - 1.14. Obtains concurrence of city and contractor with date of substantial completion and punch list, and issues Certificate of Substantial Completion with definitive date of substantial completion.
  - 1.15. Receives, reviews, and renders professional and technical determinations on entitlement and magnitude of entitlement in response to written notifications of claims made by either the contractor or the county in accordance with applicable contracts, regulations, and provisions.
  - 1.16. Coordinates, conducts, and documents inspections and final acceptance by city officials.
  - 1.17. Serves as initial responder for after-hours emergencies for division – subject to being on call.
  - 1.18. Assists the Project Administration Director with various administrative functions of the department as assigned.
  - 1.19. Performs related work as assigned or required.
2. SUPERVISORY (FOR ASSIGNED STAFF OR SITUATIONS):
- 2.1. Serves as primary point of contact for the Project Administration Director related to projects supervision and grant funding applications and grant project administration.
  - 2.2. Ensures effective processes are in place and followed for projects communication among involved City departments, City leadership, project stakeholders, and the public.
  - 2.3. Supervises subordinate Department personnel, including Project Inspectors, Grant Project Specialists, and others as assigned.
  - 2.4. Coordinates staff activities, instructing, scheduling, assigning, inspecting, reviewing and planning work of others.
  - 2.5. Maintains standards and ensures proper safety practices and precautions, allocates personnel.

- 2.6. Assists Director with employee problems, selecting new employees and recommending transfers, promotions, disciplinary actions, discharges and salary increases.
- 2.7. Shall serve as Acting Department Director in the Director's absence, reporting to the City Manager, and performing all appropriate duties and responsibilities of the Director's position as needed or assigned.
- 2.8. Provides training, including presentations or demonstrations to staff as assigned.
- 2.9. Assists Director with emergency response planning and other emergency or after-hours operations as assigned and coordinates these efforts with subordinates as required.
- 2.10. Works for growth and advancement within the profession encouraging participation in professional associations and training/licensing programs for the Assistant Director position and for subordinates.
- 2.11. Required to emulate a working environment conducive to positive morale, individual style, quality, creativity, and teamwork.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- 3.1. Knowledge of the principles and practices of project management, grant administration, and engineering.
- 3.2. Knowledge of the principles, techniques and practices of topographic or hydrographic surveying, land surveying and traffic management practices.
- 3.3. Knowledge of modern development, current literature and sources of information on engineering and public works design, construction, operations and maintenance.
- 3.4. Ability to perform grant writing, grant administration, project planning functions, project management, and administer construction contracts.
- 3.5. Ability to apply computer applications and software.
- 3.6. Ability to develop and supervise major roadway, structural, water supply and sanitary sewerage projects and the work of assigned subordinates.

### **ADMINISTRATIVE FUNCTIONS**

- 4.1. Communicates and interacts effectively with project stakeholders, including City staff and the public by telephone, fax machine, email, video conference, and in person in order to assist in all aspects of project management.
- 4.2. Corresponds with the general public; explains projects to citizens.
- 4.3. Receives, drafts, prepares, completes, files, reviews, and/or submits records and documents including reports, surveys, plans, calculations, projections, easements, spreadsheets, charts, and general office correspondence.

### **QUALIFICATIONS:**

#### **EDUCATION / EXPERIENCE**

Six (6) years engineering or construction management, contract administration, public administration or directly related experience s that includes supervision or supervisory training and project management experience or project management training, or

Bachelor's degree in engineering, construction management, public administration, or related field with a basic understanding of the use of Computer Automated Drafting (CAD) systems and 3 years' experience as described above; or

**LICENSURE / CERTIFICATIONS**

Valid Florida Driver's License.

Projects Management Certification, such as PMP, is preferred

Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

An equivalent combination of education, experience, and professional licensure / certifications may be considered by the City.

**ADMINISTRATIVE SKILLS**

Computer Skills

Input data into computer programs

Use computer packages to prepare graphics/charts

Use computerized spreadsheets to conduct analysis

Communication Skills

Answer telephones.

Compose letters.

Coordinate events.

Coordinate meetings

**GENERAL OFFICE EQUIPMENT/MACHINERY OPERATIONS**

Personal computer

Calculator

Balance figures

Maintain Logs

Develop office procedures

Computer peripheral equipment

Photocopier

Fax

Compile Statistics

Proofread documents

Establish filing systems

Smart phone

Motor vehicle operations

Microfiche or microfilm

Maintain filing systems

Research information

Graphic Presentations

Video Conferencing

**WORKING CONDITIONS/ENVIRONMENT**

Contact with persons under a wide variety of circumstances.

Occasionally subjected to irregular hours.

Subject to varying and unpredictable situations.

Subject to many interruptions.

Occasional pressure due to multiple calls and inquiries.

Local travel required.

On call duty required, occasional after-hours response required

The work environment/conditions characteristics described herein are representative of those an employee encounters while performing the essential functions of this job and are not an all-inclusive list.

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Stand			✓	
Walk			✓	
Bend			✓	
Squat		✓		
Crawl		✓		
Climb height 20 ft.		✓		
Reach above shoulder level		✓		
Crouch		✓		
Balance		✓		
Kneel		✓		
Verbal Communications				✓
Written Communications				✓
Hearing ordinary conversation				✓
Near & Far Acuity-ability to see clearly at 20 inches or less and 20 feet or more				✓
Peripheral Vision, Distinguish colors, and Depth Perception				✓

REQUIRES COORDINATION FOR REPETITIVE ACTION:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
In simple grasping: Right			✓	
Left			✓	
In firm grasping: Right			✓	
Left			✓	
In fine manipulating: Right			✓	
Left			✓	
In operating foot controls Right			✓	
Left		✓		

JOB REQUIRES ABILITY TO LIFT AND CARRY AND PUSH AND PULL:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
Up to 24 lbs.		✓		

Over 24 lbs.		✓		
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**JOB LOCATION:**

City Hall, frequent local field investigations and meetings.

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.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

## RESOLUTION No. 2022-38

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE CITY OF TARPON SPRINGS, FLORIDA, AUTHORIZING CHANGES IN THE ORGANIZATION OF THE PROJECT ADMINISTRATION DEPARTMENT, INCLUDING THE RECLASSIFICATION OF A POSITION, ADDING TWO POSITIONS; AND PROVIDING FOR AN EFFECTIVE DATE HEREOF.**

**WHEREAS**, the City of Tarpon Springs desires to provide the most effective and efficient services to the public; and

**WHEREAS**, conditions, trends and needs evolve within the Organization and review and assessment of staffing resources is important to ensure continued success; and

**WHEREAS**, such staffing review and assessment takes into account the most effective organization for operational efficiency; and,

**WHEREAS**, the City Manager recommends that the proposed change be made to the City's organizational structure in order to maintain responsive and efficient services; and

**WHEREAS**, it is requested that the Board of Commissioners approve the change as recommended.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CITY OF TARPON SPRINGS, FLORIDA, THAT:**

**Section 1.** Pursuant to the requirements of Section 16 (d) of the Charter of the City of Tarpon Springs, the City Manager does hereby recommend and the Board of Commissioners does hereby approve, certain change in the City's organization, as detailed in the memorandum attached hereto and incorporated herein by reference.

**Section 2.** This resolution shall be effective upon adoption and the Department reorganization shall take effect upon the hiring of the newly proposed Grant Project Specialist position.