

**CITY OF CONCORD  
CLASS SPECIFICATION**

**CLASS TITLE: DIRECTOR OF SPECIAL PROJECTS & STRATEGIC INITIATIVES**

**DEPARTMENT: COMMUNITY DEVELOPMENT**

**REPORTS TO: DEPUTY CITY MANAGER - DEVELOPMENT**

**DATE: 04/23**

**JOB SUMMARY:**

Works directly for the Deputy City Manager – Development. Employee serves as a catalyst to advance a variety of community development based special projects and strategic initiatives for the City. Employee directly manages all aspects of special projects as assigned. Serves as City’s lead for energy and sustainability policy and projects, as well as place making, beautification and public art. Employee is also responsible for assisting the Deputy City Manager – Development to coordinate such efforts with other City departments as appropriate.

**ESSENTIAL JOB FUNCTIONS:**

Assists the Deputy City Manager – Development by initiating and managing a variety of complex special projects, particularly related to community and economic development projects, including, but not limited to, brownfields cleanup and redevelopment, parks and recreation, transportation, parking facilities, historic preservation, energy and sustainability, community improvements, place making, public art and community beautification projects, and others as assigned.

Serves as lead staff person and project manager for a variety of special studies, strategic plans, charrettes, community meetings, and other similar undertakings as assigned.

Develops, manages, and monitors budgets, financing plans and strategies to finance and implement special projects and strategic initiatives.

Identifies and pursues grant opportunities to support special projects and strategic initiatives, prepares grant applications and manages grant contracts, including reporting requirements therewith.

Develops and maintains capital improvement programs for areas of responsibility as assigned.

Oversees all aspects of capital improvements associated with special projects and strategic initiatives from initial conception to completion. Directly manages design, permitting, construction, and maintenance of projects and improvements, including all vendors and contractors associated therewith.

Negotiates and manages all manner of real estate transactions including acquisition and sale of real estate, lease agreements, licenses, easements and other instruments associated with special projects and strategic initiatives.

Working closely with the City’s Purchasing Division, prepares requests for qualifications (RFQ), requests for proposals (RFP) and bid packages associated with areas of responsibility as assigned. Administers vendor selection processes, as well as contracts, change orders, payment of invoices, and other tasks associated with goods and services procured for special projects and strategic initiatives.

Responsible for managing all aspects of City’s community development strategic initiatives, to include Place Making, Public Art and Community Beautification:

Serves as the City’s subject matter expert and lead staff for place making, public art and community beautification.

Identifies opportunities for place making, public art and community beautification (including landscaping and gateway projects) throughout the community.

Cultivates and establishes partnerships to foster, promote, and implement public art and beautification projects.

Works with City Departments, community partners, contractors and vendors to plan, implement, and maintain projects.

Develops and maintains budgets associated with place making, public art, and community beautification. Identifies grant opportunities related thereto, applies for grant funds and manages grant contracts, including reporting requirements therewith.

Manages vendors and contracts associated herewith.

Serves as the City's subject matter expert and lead staff for energy efficiency, renewable energy, and sustainability.

Facilitates cross-collaboration between City Departments in order to define sustainability goals, and performance measures, implement sustainability initiatives and establish a long-range sustainability vision for the City. Foster a culture of sustainability.

Works with City departments as assigned to research, identify, plan, and implement strategies, policies, regulations, as well as projects and initiatives focused on energy efficiency, renewable energy, and sustainability.

Cultivates and establishes relationship and partnerships to foster, promote, and implement energy efficiency, renewable energy, and sustainability projects / initiatives.

Negotiates, prepares, and implements agreements pertaining to energy efficiency, renewable energy, and environmental sustainability projects and initiatives. Agreements may include land leases, purchase and sales agreements, licenses, or other types of contracts.

Serves as staff to the Energy and Environment Committee, as well as others as assigned.

Serves as the primary spokesperson for advancing and promoting community-wide sustainability and environmental initiatives. Responsible for outreach, education, and training as needed to meet program objectives.

Conducts and/or attends education and public engagement programs to promote and expand sustainability and environmental programs.

Develops and fosters relationships with representatives from various community groups. Serves as a spokesperson to elected officials, other public agencies, businesses, and the media on topics related to sustainability plans, goals, and best practices.

Researches and prepares special studies, write reports, and collects and analyzes various statistical data. Prepares correspondence, maintains records, and researches and documents the implementation or modification of rules, laws, policies, and requirements. Assesses and drafts necessary policies and ordinances to support sustainability efforts.

Identifies potential funding sources and financial incentives for energy efficiency and sustainability projects. Expertly prepares grant applications and manages grant compliance. Accurately tracks, forecasts, and reports budgetary requirements.

Works with City Administration to manage communications and public relations efforts of the City as they pertain to assigned subject matters.

Works with upper management to keep them informed on key issues and progress toward objectives and to gain their support and approval; makes recommendations to assist management in making needed improvements.

Represents the City at various functions such as making speeches at civic and business associations, meet with influential persons within the community, utilities, developers, officials, citizens, and representatives of the media, to establish goodwill and resolve and respond to issues.

Receives and investigates complaints and inquiries by citizens and outside agencies, responds or refers to appropriate department or division for action and follow-up.

Works with City Manager to prepare the monthly City Council Agenda and present agenda items at City Council meetings.

Prepares operating budget for the assigned program areas, including accomplishments; workload measurements; and management goals.

Supervises preparation of agendas and minutes of the various boards, committees and commissions as assigned; prepares and reports and documents as required, ensures compliance with City policy and statutory obligations associated therewith.

Perform special assignments as directed to include researching and preparing reports and findings, developing and implementing programs, and presenting technical data to staff, committees, elected officials, and others.

Write detailed or technical reports of all findings, conclusions, and recommendations based on a thorough analysis and interpretation of data for presentation to others.

Perform other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

Computer                      General Office Equipment                      Automobile

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Bachelor's degree from a four-year college or university with major course work in community development, municipal or regional planning, landscape architecture, public administration, civil engineering or closely related field; and 10 years of responsible experience with municipal, state, or federal government, or performing work related to job duties in private business; or any combination of education, training and experience which provides the knowledge, skills, and abilities required for the job.

**Licenses and Certifications:** Valid New Hampshire Drivers License, American Institute of Certified Planners (desired), Licensed Landscape Architect (desired).

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

Principles and practices of community development, land use planning, urban design, civil /structural/environmental engineering, landscape architecture, place making, renewable energy, and sustainability.

Principles and practices of real estate (development financing, market feasibility studies, real estate law, negotiation of purchase and sales agreements, etc.)

Principles and practices of municipal finance and budgeting, including, but not limited to, operating and capital budgets, tax increment financing, general obligation bonds, revenue bonds, reserve funds, etc.)

Principles and practices of governmental purchasing processes and contracting procedures.

Principles and practices of grant writing and management.

Principles and practices of environmental contamination issues as they pertain to real estate development. Understanding of State and Federal laws, rules, regulations, and policies related to environmental cleanup.

Principles and practices of American Institute of Architects construction management contracts.

Correct English usage, including spelling, grammar, punctuation, and vocabulary.

Methods and techniques of research and statistical analysis.

Computer applications related to the work. Specific skills related to Microsoft Word, Project, Schedule, Excel, Outlook, Power Point, Access and ESRI Arc/Map desired. AutoCAD skills preferred.

**Skill In:**

Using tact, discretion, initiative and independent judgment within established guidelines.

Organizing work, setting priorities, meeting critical deadlines, getting others to complete work assignments and following up assignments with a minimum of direction.

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.

Accurately proofreading copy with accompanying knowledge of grammar, punctuation and spelling.

Communicating clearly and effectively, orally and in writing.

Budget development and program analysis.

**Mental and Physical Abilities to:**

Set up quantitative analysis programs.

Develop and interpret trend data.

Prepare and present oral and written reports to groups of various sizes.

Establish and maintain effective working relationships with coworkers, public officials, community partners, and the general public.

Write reports and correspondence.

Read and interpret documents such as complicated legal agreements, construction contracts, purchase and sales agreements, leases, easements, and other similar documents.

Read, analyze and interpret professional periodicals and journals, technical procedures and government regulations.

Read and interpret building and site plans and other construction plans and documents.

Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

Define problems, collect data, establish facts and draw valid conclusions.

While performing the essential functions of this job, the employee is frequently required to drive an automobile, stand, walk, sit, use hands, and talk or hear.

**Working Conditions:**

The incumbent's working conditions are typically quiet. Incumbent's working conditions periodically include active construction sites