

Excellent Employment Opportunity

SPECIAL PROJECTS COORDINATOR

The salary is dependent upon qualifications.

The Special Projects Coordinator will be responsible for performing a variety of activities to facilitate the completion of special projects, including activities involving municipal planning, data collection and analysis, archiving, permitting and business license, and other administrative functions. This position will also be responsible for all aspects of the property registration program and the hospitality tax administration process

Requirements include:

- Graduation from an accredited four-year college or university with a degree in public administration, planning or business management or an equivalent bachelor's degree.
- Three (3) years experience in municipal government planning, project management, grants management or business licensing; or any equivalent combination of training, education and experience which provides the required knowledge, skills and abilities.
- Working knowledge of local government grants management; working knowledge of local government services and functions and working knowledge of personal computers.

Excellent benefits package that includes State Retirement and Insurance. Applications are available on the city website: www.caycesc.gov **A valid South Carolina Driver's License with a good driving record is required. Must provide DMV report at first interview.** Must possess a valid driver's license and be able to successfully complete a thorough background check, and successfully complete a drug test. **Application required.** E.O.E.



Job Title:	Special Projects Coordinator	Department/Loc:	Planning and Development
FLSA Classification:	Exempt	Date Drafted:	January, 2018
Reports To:	Director of Planning & Development		

Position Summary

The Special Projects Coordinator will be responsible for performing a variety of activities to facilitate the completion of special projects, including activities involving municipal planning, data collection and analysis, archiving, permitting and business license, and other administrative functions. This position will also be responsible for all aspects of the property registration program and the hospitality tax administration process.

Position Responsibilities - Essential

This list of tasks is illustrative ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

- Manages the property registration program including process development, data collection, application processing and data entry, program reporting and fee assessment.
- Manages the collection of monthly Hospitality Tax remittance including entering payments into computerized records data system.
- Manages the budget and distribution of Hospitality Tax grant funds including accepting and reviewing grant applications, preparing reports and information for Planning and Development Director and working with applicants for grant reimbursement.
- Manages the administration of the façade improvement grants program to include records management and reporting, community outreach, processing of applications and budgeting.
- Provides information and assistance to the public about hospitality tax requirements and benefits and façade grant opportunities.
- Serves as a backup to the Business Services Coordinator, ensuring all permitting and business licensing is submitted properly.
- Compiles census data as required.
- Administers all purchasing and purchase orders of the Planning and Development Department.
- Ensures Planning and Development Department’s webpages are maintained and updated regularly.
- Prepares and conducts public hearings.
- Attends workshops/training for business licensing and permitting.
- Attends City meetings outside of regular business hours when required.
- Coordinates projects and other administrative activities as assigned by the Planning and Development Director.
- Communicates official plans, policies and procedures to staff and the general public.
- Assures that assigned areas of responsibility are performed within budget.
- Performs cost control activities.
- Monitors revenues and expenditures in assigned area to assure sound fiscal control.
- Determines work procedures, analyzes work schedules and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.



- Participates in safety training, makes suggestions as necessary; serves on inspection teams when appropriate. Works according to good safety practices as posted, instructed and/or discussed. Follows safety rules and regulations and uses personal protective equipment.
- Maintains prompt and regular attendance; adheres to City policies and procedures regarding absences and tardiness.

Position Responsibilities - Non-Essential/Other

- Serves as a member of various staff committees as assigned
- Other duties as assigned

Essential Skills and Experience

- Graduation from an accredited four-year college or university with a degree in public administration, planning or business management or an equivalent bachelor’s degree.
- Three (3) years experience in municipal government planning, project management, grants management or business licensing; or any equivalent combination of training, education and experience which provides the required knowledge, skills and abilities.
- Working knowledge of local government grants management; working knowledge of local government services and functions and working knowledge of personal computers.
- Skill in the operation of the listed tools and equipment:
 - a. Personal computer, including word processing, Excel, PowerPoint and Publisher
 - b. Motor vehicle
 - c. Calculator
 - d. Phone
 - e. Standard office equipment
 - f. Measurement tools and other related equipment
- Ability to communicate effectively orally and in writing with architects, contractors, developers, owners, supervisors, employees and the general public; establish effective working relationships; quickly comprehend the techniques of comprehensive plans.
- Ability to organize, prioritize, and effectively coordinate multiple projects simultaneously

Mental & Physical Demands- ADA Guidelines

Physical Demands

- | | | | |
|-----------------|------------|------------------------|------------|
| • Sit | Frequently | • Reach Above Shoulder | Frequently |
| • Walk | Frequently | • Climb | Frequently |
| • Stand | Frequently | • Crawl | Frequently |
| • Handling | Frequently | • Squat or Kneel | Frequently |
| • Reach Outward | Frequently | • Bend | Frequently |



Lifting Requirements

- | | | | |
|---------------------|------------|-----------------|--------------|
| • 10 pounds or less | Frequently | • 51-100 pounds | Occasionally |
| • 11-20 pounds | Frequently | • >100 pounds | Occasionally |
| • 21-50 pounds | Frequently | | |

Pushing and Pulling Requirements

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|---------------------|------------|---------------------|--------------|
| • 12 pounds or less | Frequently | • 41 to 100 pounds | Frequently |
| • 13 to 25 pounds | Frequently | • > than 100 pounds | Occasionally |
| • 26 to 40 pounds | Frequently | | |

Definitions

- | | | |
|--------------|----------------|---|
| • N/A | Not Applicable | Activity is not applicable to this occupation |
| • O | Occasionally | Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day) |
| • F | Frequently | Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day) |
| • C | Constantly | Occupation requires this activity more than 66% of the time (5.5+ hrs/day) |

ENVIRONMENTAL HAZARDS:

The job risks exposure to no known environmental hazards.

SENSORY REQUIREMENTS:

The job requires normal visual acuity, depth perception, and field of vision, hearing, speaking, and color perception.

The City of Cayce has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment nor does it alter your at-will employment, and the City reserves the right to change this job description and/or assign tasks for the employee to perform, as the City may deem appropriate.

Print Employee Name	Employee Signature	Date Signed
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Print Manager/Supervisor Name	Manager/Supervisor Signature	Date Signed
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