



Project Manager

(Salary Grade 22: \$63,046-\$93,069 Annually)

The Town of Benson has an opening for a Project Manager within its Administration Department. Benefits include paid participation in the North Carolina State Health Plan, paid dental, vision and life insurance, 5% 401(K) match, 12 paid holidays and two weeks paid time-off per year, and an abundant wellness program that includes incentives. The anticipated hiring range is between \$63,046.00 and \$75,000.00 annually.

As a Project Manager, you will be responsible for the execution of capital and special projects operated by the Town. Emphasis of work relates to complex project management, professional services and supervisory work, including managing, coordinating, and/or supporting activities related to Town Parks and Greenways, Facilities, and Infrastructure. Work relies on collaboration with community partners as well as Town elected and appointed officials and Town staff. Project management work is highly technical. Employee in this class works under the general supervision of the Assistant Town Manager and requires independent judgment and discretion in the performance of duties.

Duties include, but are not limited to:

- Develops strategic plan that includes capital planning and replacement, deferred and preventive maintenance schedules for infrastructure, facilities, streets, stormwater systems, and other assets.
- Develops operating plans for post-project service delivery through evaluation of resources, both human and budgetary, needed to perform day-to-day operations.
- Work with Finance to write general, professional, or technical services and construction contracts and purchase orders; oversees bidding processes for projects.
- Acquires cost estimates and works within statutory framework to procure services, goods, and materials.
- Evaluates resources, both human and budgetary, needed to perform scheduled projects.
- Manages and develops plans, policies, and projects, adjusting to changing needs as progress is made; recommends goals and measurable objectives; tracks and evaluates progress toward goals and objectives.
- Responds to and resolves difficult and sensitive inquiries and complaints.
- Prepares and presents staff reports and other correspondence as necessary.
- Works with Finance to prepare capital budgets and tracks project expenditures; analyzes expenditures with budgets; coordinates with Town officials and staff on budgets, accounts payable, contracts and procurements; reports findings to leadership.
- Maintains highly effective, positive working relationships with Town staff, other local governments, local and state environmental agencies, non-profits, and community members.
- Participates in and leads collaborative and consensus building activities as both a team leader and team member.

Required Qualifications:

Minimum requirements:

- Graduation from an accredited college or university with a bachelor's degree in project management, business, engineering, planning, or public administration.

- Five (5) years of capital project management experience.
- Or equivalent combination of education and experience which provides the knowledge, skills, and abilities to perform the primary job duties.

Preference given:

- Advanced degree in business, engineering, planning or public administration.
- Applied project management experience in a nonprofit or NC local government environment.
- Project Management Professional (PMP) or similar professional certification.
- General Contractor's licensure.

This position is available as of August 1, 2022 and is open until filled. Applicants must submit a Town of Benson Application and resume. The Town of Benson application can be picked up at Town Hall or printed from the Town's website: <http://www.townofbenson.com/2201/Employment>. Applications and resumes must be mailed to P.O. Box 69, Benson, NC 27504-0069, hand delivered to 303 East Church Street, Benson, NC 27504 or emailed to Scott Tart, Town of Benson Human Resources Director, at start@townofbenson.com. The Town of Benson is an equal opportunity employer.