

**City of Dunedin, Florida**  
Class Description

**Job Title: Community Development Project Manager**  
Community Development

**GENERAL STATEMENT OF JOB**

Under general supervision, performs professional work in the Community Development Department with an emphasis on mobility and transportation project management. Responsible for recommending policies and solutions, writing reports, and presenting projects findings. Work requires considerable independent judgement following established guidelines, codes, rules and policies. Exercises considerable initiative and independent judgment in the performance of duties. Reports to the Director of Community Development.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**Essential Job Functions**

***The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position.***

Manages Business Plan Initiatives (BPI's) and Capital Improvement Projects (CIP's) on behalf of the department including Land Planning and Mobility initiatives.

Serves as the City's liaison to Federal, state, regional and county organizations on planning related matters.

Serves as representative/liaison to the City's Traffic Committee; schedules and facilitates the meetings, compiles the monthly meeting Agenda, and coordinates any follow-up action items.

Coordinates with the City's third-party traffic engineer as needed. This includes any work related to pedestrian, bicycle, golf cart, and transit operations and services.

Recommends and implements operationally feasible solutions, identifies and prioritizes service needs, develops cost effective plans, determines resource requirements, coordinates plan implementation, and presents plans at community meetings.

Conducts site plan reviews/evaluations as needed.

Reviews and makes recommendations for implementation of Master Plan initiatives including the City's Comprehensive Plan, Sustainability Plan, and Multi-Modal Plan.

Develops City Business Plan Initiatives consistent with department and Commission direction.

Investigates, researches, and prepares grant applications as may be relevant.

Collects, compiles, tabulates, and analyzes data and factual materials relating to projects.

Coordinates and communicates City's policies, programs, and funds with state, regional, and local agencies as needed.

Works with Economic Development Department for any initiatives occurring in the downtown.

Represents the City at various forums and task force meetings to explain and address project initiatives and issues.

Coordinates work efforts with other departments, county, and regional planning agencies, and provides assistance as needed.

Responds to citizen inquires and explains policies and/or investigates issues; makes recommendations to resolve issues.

Attends and participates in citizen committees and Homeowners Association meetings as needed.

Occasionally attends evening meetings.

Performs other related duties as assigned and/or required.

### **MINIMUM TRAINING AND EXPERIENCE**

Requires a Bachelor's degree in Business/Public Administration, Economics, Finance, Urban Planning, or a closely related field and three (3) years of related experience. Government experience is preferred.

An equivalent combination of education, training and experience that provides the required knowledge, skills and abilities may be considered.

## **SPECIAL REQUIREMENTS**

Requires a valid Florida driver's license.

This position is Category B for the purposes of Dunedin Emergency Management. The incumbent may be required to be onsite/available as scheduled during times of emergency as declared by the City/County Commission or City Manager.

## **PERFORMANCE INDICATORS**

**Knowledge of Job:** Has thorough knowledge of the methods, procedures and policies as they pertain to the performance of the essential duties of the Community Development Project Manager position.

Ability to implement modern research techniques and understand the impact of existing legislation and/or pending legislation.

Knowledge of economics, public finance, and statistics as it applies to project management.

Ability to analyze assigned problems and to organize and carry out studies to provide solutions to these problems.

Must be able to create and maintain effective and professional relationships with work colleagues, supervisors, and managers.

Ability to establish and maintain effective and professional working relationships with municipal officials, administrators, and the general public.

Ability to understand, interpret, and explain local, county, state, and federal plans, projects, and regulations relating to project initiatives.

Must be able to effectively and positively represent the City in delivering and performing work.

Skill in communicating effectively to diverse groups.

## **PERFORMANCE APTITUDES**

**Data Utilization:** Creative problem-solving skills to gather relevant information to solve less well-defined practical problems. Ability to conduct and analyze data using database applications. Ability to present reports and recommendations concisely and effectively in oral and written form. Ability to understand, analyze and summarize financial data.

**Human Interaction:** Oral communication and interpersonal skills to present research findings to various boards and committees. Requires the ability to exchange information for the purpose of obtaining information or clarifying details. Group facilitation skills for use with community workshops. Ability to work independently or in a team environment as needed.

**Equipment, Machinery, Tools and Materials Utilization:** Requires the ability to use, operate and/or handle equipment such as a computer, copier, fax machine, telephone, etc. Has knowledge of and skill in the use of modern office practices and equipment. Is able to type accurately at a rate sufficient for the successful performance of assigned duties.

**Verbal Aptitude:** Requires the ability to use a wide variety of reference, descriptive, advisory and/or design data and information. Has thorough knowledge of terminology and related professional languages used within the department as such pertain to work responsibilities. Has the ability to speak, write and understand the English language.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; calculate decimals and percentages. Requires the ability to calculate, compute, summarize and/or tabulate data and/or information. Includes the ability to perform subsequent actions in relation to these computational operations.

**Functional Reasoning:** Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives. Is able to read and interpret various materials pertaining to the responsibilities of the job. Has the ability to comprehend, interpret and apply regulations, procedures and related information

**Situational Reasoning:** Requires the ability to exercise the judgment required in situations characterized by repetitive or short-cycle operations covered by set procedures or sequences. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to use independent judgment in performing routine and non-routine tasks. Has the ability to plan, organize and prioritize daily assignments and work activities.

## **ADA COMPLIANCE**

**Physical Ability:** Tasks involve the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; some positions require sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry, filing and/or the use of office equipment or supplies.

**Sensory Requirements:** Tasks require visual and auditory perception and discrimination as well as oral communications ability.

**Environmental Factors:** Tasks are regularly performed without exposure to adverse environmental conditions. Tasks may require extensive computer screen exposure.

***The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.***

*George Kinney, ACIP*

*10.14.2022*

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Director of Community Development

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Date