

**VILLAGE OF YELLOW SPRINGS, OHIO
RESOLUTION 2024-38**

APPROVING A JOB DESCRIPTION FOR PROJECT LEAD

WHEREAS, upon recommendation of the Village Manager, Council has considered the necessity of adding a position to the Village organizational chart which will significantly expand capacity for seeking grants, for identifying key projects related to Village goals, and for tracking and assuring progress towards identified goals; and,

WHEREAS, Council believes it is in the best interests of the Village as a whole, and necessary to Council's commitment to identifying and fulfilling Village goals in the most efficient and cost-effective manner possible,

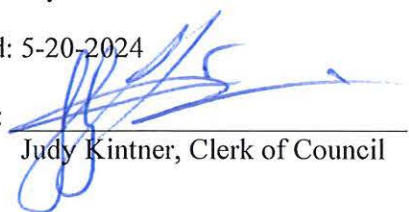
NOW, THEREFORE, COUNCIL FOR THE VILLAGE OF YELLOW SPRINGS, OHIO HEREBY RESOLVES THAT:

Section 1. The job description for "Project Lead" is hereby approved, in a manner similar to that described on the attached Exhibit A.

Section 2. This resolution shall take effect upon adoption.


Kevin Stokes, President of Council

Passed: 5-20-2024

Attest: 
Judy Kintner, Clerk of Council

ROLL CALL:

Kevin Stokes__Y__

Gavin Devore Leonard__Y__

Brian Housh__Y__

Carmen Brown__Y__

Trish Gustafson__Y__

Position Title: Project Lead

Employment Status: Full-time

FLSA Status: Exempt

GENERAL NATURE OF WORK:

This position performs highly responsible and complex management and administrative duties and undertakes a variety of special projects for the Village Manager; as appropriate assists the Village Manager with direction and coordination of the activities of all Village departments; directly supervises assigned program areas; promotes effective and efficient operations throughout the organization by facilitating interdepartmental cooperation and sharing of resources; provides responsible staff assistance to the Village Manager, Council, and Department Heads; and serves as acting Village Manager as required. Duties are performed under the limited direction of the Village Manager.

Experience Required: Experience in locating and completing applications for grants and in fulfilling reporting requirements for obtained grants is strongly recommended. A BA/BS or equivalent experience in a related field is required. Must provide evidence of successful collaboration with co-workers, stakeholders and the public.

ESSENTIAL FUNCTIONS - EXAMPLES OF DUTIES:

Any one position may not include all of the duties listed nor do the listed examples include all duties which may be found in all positions in this class.

- Researches, identifies, develops, and implements projects needed to achieve Village goals in collaboration with the Village Manager, Council and Village staff.
- Represents the Village to external agencies, groups, organizations, and professional associates.
- Prepares budget estimates and controls expenditures of applicable funds as needed to achieve Village goals.
- Oversees and guides strategic planning activities, including all communications, budgeting and grant-seeking related to the strategic plan.
- Prepares and presents verbal and written presentations to the Village Manager, staff, Commissions, and Village Council as required.
- Researches subjects and compiles and assimilates data and information into various special studies and reports to address all aspects of strategic plan, including goal-setting and funding acquisition.
- Prepares a variety of reports, correspondence, and special studies.

- Develops short- and long-term goals for the Village in collaboration with the Village Manager, formulates methodology for obtaining goals, and implements and monitors progress.
- Performs any and all other duties as required.

ADDITIONAL EXAMPLES OF WORK PERFORMED:

- Addresses concerns, questions, and complaints from citizens and employees if related to project management.
- Attends Council or community meetings when necessary.
- Completes special projects as assigned.

DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to establish and maintain effective working relationships with Village Officials, Village employees, and the general public.
- Ability to maintain records efficiently and accurately.
- Ability to understand and execute complex oral and written directions.
- Skill in dealing clearly, tactfully, and courteously with the general public and Village employees.
- Skills in leadership, communications, listening, productive engagement, management, organizational development, interpersonal relations.
- Ability to ethically and professionally manage confidential information.
- Ability to work under the limited direction of the Village Manager.
- General knowledge of standard office equipment and applicable software programs.
- Must maintain a valid Ohio Driver's License.
- Ability to work hours outside of normal working hours.

DESIRABLE TRAINING AND EXPERIENCE:

- Bachelor's degree from an accredited college or university with major course work in public or business administration, or a closely related field. Master's degree is preferred.
- Two (2) or more years of municipal government experience with supervisory experience at the Department Head level or above.
- A combination of training and experience which provides the necessary knowledge, skills, and abilities may be substituted for the required education and experience requirements.

NECESSARY SPECIAL REQUIREMENTS:

- Must maintain a valid Ohio Driver's License.

- Ability to work other than normal working hours.
- Work is conducted primarily in an office setting. Work involves frequent attendance at meetings, including many that may be conducted during the evening or on weekends, and irregular hours as necessary to meet deadlines and achieve objectives.