



CITY OF RALEIGH NORTH CAROLINA
invites applications for the position of:

Greenway Project Manager

SALARY: \$44,880.76 - \$78,206.56 Annually

OPENING DATE: 04/19/17

CLOSING DATE: 08/10/17 11:59 PM

JOB DESCRIPTION:

The City of Raleigh is seeking a motivated, experienced and passionate professional to manage the planning and implementation of Capital Area Greenway improvement projects. Come join our team that leads a world class greenway system that supports recreation, transportation, fitness, community growth, natural resource protection and economic development. Our mission statement is "Together we connect and enrich our community through exceptional experiences" and we value "Integrity, Accountability, Honesty, Teamwork, Fun and Leadership".

This is a professional position working as a member of the greenway planning team to perform project management tasks and support to the City's strategic planning efforts. We are seeking an energetic team member who brings broad technical skills in project management, urban planning, transportation planning, and engineering and has a passion for enhancing recreational and transportation opportunities while protecting environmental resources.

DUTIES AND RESPONSIBILITIES:

Essential Duties and Responsibilities include the following. Specific duties may vary and other duties may be assigned.

Assist with the implementation of the goals and vision of the Capital Area Greenway program.

Performs as a project manager during the planning, development, design and implementation phases of various greenway projects.

Works with consultants and contractors and manages the planning and design process of greenway construction projects. Prepares Request for Qualifications/Request for Proposals, administers contracts; reviews engineering plans and specifications to ensure compatibility with the original project scope, completeness, conformance to permitting and applicable codes, and overall consistency with the department's goals for the project, represents the department's interest during construction.

Develops and recommends appropriate City policy on issues related to land use, natural area management, greenways, land acquisition, site development and zoning.

Researches and prepares reports, plans and recommendations on ordinances for complex issues; coordinates work with that of other departments and public agencies; prepares and participates in formal presentations.

Promotes greenway trail safety and education through public outreach programs.

Interprets plans and programs to the general public, private agencies and individuals; provides technical assistance to council appointed boards and commissions and to neighborhood groups.

Supervisory Responsibilities

This job has no direct supervisory responsibilities.

TYPICAL QUALIFICATIONS:**Education**

Bachelor's degree from an accredited college or university with strong background in the fields of urban planning, transportation planning, landscape architecture, engineering, or closely related field. Applicants may substitute additional relevant experience for the required education.

Experience

At least four years of relevant experience in project management, urban planning, transportation planning, landscape architecture or engineering. Applicants may substitute additional relevant education for the required experience.

Computer Skills

To perform this job successfully, an individual should have knowledge of: Microsoft Office suite including Outlook, Word, Excel, PowerPoint, Publisher and Project; Adobe software including Photoshop and InDesign; Computer-aided design and drafting software, understanding of basic GIS applications.

Knowledge, Skills and Abilities Required

- Ability to interpret regulatory requirements
- Ability to interpret construction drawings and specifications
- Knowledge of construction methods
- Knowledge of the building permit process and basic environmental/construction regulatory process
- Knowledge of development plan review and project management
- Knowledge of the principles and practices of planning & design related to bicycle or recreational facilities
- Knowledge of American with Disabilities Act and Accessibility Code Requirements in design of pedestrian and bicycle facilities
- Knowledge of methods/techniques for community outreach and engagement
- Experience in presenting plans and programs in front of elected boards, agencies and other groups including the general public
- Ability to analyze and solve problems
- Demonstrated excellent oral and written communication skills
- Demonstrate excellent presentation skills
- Strong organizational, technical writing, communication and interpersonal relationship skills

Certifications, Licenses, Registrations

North Carolina driver's license required. American Institute of Certified Planners (AICP) preferred.

ADDITIONAL INFORMATION:**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit. The employee is frequently required to talk or hear and walk. The employee is occasionally required to stand; stoop, kneel, crouch, or crawl; climb or balance; reach with hands and arms. The employee must frequently lift and/or move up to 25 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Mobility over extraordinary site conditions may regularly be required.

While performing the duties of this Job, the employee is frequently exposed to outside weather

conditions and works in indoor or office environment. For citizen engagement as part of work requirement, the employee is also regularly expected to be present at other public or private facilities where mobility accommodations may be unpredictable.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.raleighnc.gov>

Position #2017 -00266
GREENWAY PROJECT MANAGER
HR

222 W. Hargett St.
Raleigh, NC 27602

robert.jones2@raleighnc.gov

Greenway Project Manager Supplemental Questionnaire

- * 1. Please select your highest level of education completed.
- Some high school
 - High school diploma (or GED)
 - Some college
 - Associate's degree
 - Bachelor's degree
 - Master's degree
 - PhD or other professional degree
- * 2. How much relevant work experience do you have in this field?
- None
 - Less than 1 year
 - 1 to less than 2 years
 - 2 to less than 3 years
 - 3 to less than 4 years
 - 4 to less than 5 years
 - 5 to less than 6 years
 - 6 to less than 7 years
 - 7 to less than 8 years
 - 8 to less than 9 years
 - 9 to less than 10 years
 - 10 years or more
- * 3. Do you consider yourself to be motivated, experienced and passionate about this type of work?
Please describe how?
- * 4. Please describe your ideal work environment. What motivates you to do perform your best work?
- * 5. How did you learn about the job opening?
- * 6. Do you have a valid North Carolina driver's license (or the ability to obtain within 30 days of hire)?
- Yes
 - No
- * Required Question