



Position Description

<b>Job Title</b>	Special Project Coordinator
<b>Department</b>	Community Development
<b>Employment Status</b>	Exempt

**Scope of Work**

This professional position manages special projects and coordinates programs as assigned by the City Administrator or Director of Community Development.

**Supervision**

<b>Received</b>	Director of Community Development
<b>Exercised</b>	Assigns work to staff and volunteers without acting in a supervisory role.

**Essential Job Functions** The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change.

1. Serves as Project Manager for special projects and new development initiatives.
2. Conducts fundraising activities for the City's Christmas Decorations and downtown light enhancement; compiles and develops materials; develops and maintains media contact lists; develops strategies to encourage new or increased contributions; recruits and meets with sponsors, staff, participants and/or volunteers to develop, coordinate and implement these strategies.
3. Researches, identifies, defines and develops funding sources to support existing and planned program activities; coordinates the development, writing and submission of grant proposals; tracks proposals and provides additional information as needed.
4. Coordinates the LEAN program; tracks grant status; monitors schedules and enrolled participants; serves as liaison to the Waukesha County Technical College (WCTC) and the City of Brookfield.
5. Works with the City Administrator and the Director of Community Development to research, identify,

define and develop curriculum for the Citizen Engagement Series program; identifies and meets with sponsors and speakers; identifies needed resources; recruits and meets with staff and volunteers.

6. Leads the Art Commission and oversees the review, acceptance, distribution and placement of public art in the City; ensures effective relationships between the Commission and the artists, developers, staff and/or other external stakeholders in the community; monitors, advises and schedules City Hall art exhibits; plans, prepares and manages Commission meetings; oversees social media activity related to Commission work; coordinates workflow with contractors, directors, artists, other stakeholders, and involved departments and agencies.
7. Oversees the Active Communities initiative in conjunction with the Wisconsin Active Communities Alliance (WACA) and Waukesha County; researches, identifies, defines and develops strategies to grow the program.
8. Serves as the public Information Officer (PIO for the City); gathers and distributes relevant information to promote the City and its programs through media, reports, newsletters and social media.
9. Will be responsible for implementing and training on the Department's new permitting software and for developing policies and procedures with the new software company regarding support, use and training.
10. Oversees Sustainability Community Projects such as the Community Garden; assesses community needs; identifies local funding sources; provides training, education and outreach as needed; monitors and evaluates projects.

**Other Job Functions**

11. Performs related duties as assigned.

**Requirements of Work**

Graduation from an accredited college or university with a Master's Degree in Economics, Business, Finance, Community Development or a related field, and at least 4 – 6 years of related experience involving project management and community development work; or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

<b>Knowledge of</b>	<ul style="list-style-type: none"> <li>• The effective use of websites and social media to promote community projects.</li> <li>• Project management and the methods of assessment, evaluation and implementation.</li> <li>• State and federal grant aid programs.</li> <li>• The use of standard office equipment, including computers and relevant software programs.</li> </ul>
<b>Ability to</b>	<ul style="list-style-type: none"> <li>• Research, plan and mobilize resources to implement assigned projects and programs.</li> <li>• Assign and direct the work of others.</li> <li>• Develop, modify and administer policies relating to City operations.</li> <li>• Read, analyze and interpret technical journals, financial reports and legal documents.</li> <li>• Prepare, analyze and administer budgets.</li> <li>• Prepare meaningful reports and make effective presentations.</li> <li>• Multitask and prioritize workload.</li> <li>• Work independently with minimal supervision.</li> <li>• Respond effectively to inquiries or complaints from members of the business</li> </ul>

	<p>community, state and federal grant agencies, City officials and employees.</p> <ul style="list-style-type: none"> <li>• Negotiate and resolve conflicts.</li> <li>• Establish and maintain effective working relationships with City staff, elected officials, supervisors, coworkers and the general public.</li> </ul>
<b>Skill in</b>	<ul style="list-style-type: none"> <li>• Oral and written communications.</li> <li>• Customer service and public relations.</li> <li>• Critical thinking and problem solving.</li> <li>• Organization and time management.</li> <li>• Teamwork and leadership.</li> </ul>

**Necessary Special Requirements**

None

**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.

- Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- Specific vision abilities required by this job include close vision, prolonged visual concentration and the ability to adjust focus.
- While performing the duties of this job, the employee frequently is required to sit, stand, walk, talk and hear.
- The employee must occasionally lift and/or move up to 25 pounds.