

**CITY OF NOWTHEN**  
**Temporary Position Description**

**Position Title: Special Projects Manager**

**Department: Administration**

**Salary Range: TBD**

**Position Objective:** Responsible for special projects assigned by the City Administrator, including research and policy development. Possibility of a flexible schedule with the right candidate. This position is targeted to be approximately 30 hours per week and completed in 6 months.

**Duties and Responsibilities**

- Assist the City Administrator in researching, writing, and implementing updates to current city ordinances and policies.
- Develop or update organizational plans as directed by the Administrator.
- Design and develop training programs including training records.
- Research and recommend improvements to the city website.
- Update the city's park and trail plan to include input from council, administrator, and planner.
- Develop an organizational chart and update job descriptions as designated by administrator.
- Attend City Council meetings as needed to present research on special projects or answer questions.
- Document existing contracts.
- Gather information for Administrator to evaluate roles and responsibilities of contractors.
- Obtain and review bids or proposals from vendors/consultants; make recommendations to provide services.
- Prepare correspondence and reports such as memos, collection of data, and activity summaries.
- Participate in project meetings as needed.
- Perform other related duties as assigned.

**Knowledge and Skills**

- Ability to quickly understand the organization and function of City Departments.
- Competent user of the computer for word processing, spreadsheets, and database packages.
- Experience dealing effectively and courteously with the public and staff.
- Experience working independently on a wide variety of projects and assignments.
- Experience and ability to interpret and apply state and local policies, procedures, laws, codes, and regulations.
- Clearly and concise professional communication, both orally and in writing.

**Desirable Training and Experience**

- Bachelor's degree or equivalent with experience in business administration or project management.
- Experience working with senior executives and following through on their directives.
- Familiarity with the League of Minnesota Cities.
- Demonstrate the ability to close projects out in a thorough and timely manner.
- Background check will be required along with a valid driver's license.

Please complete an application and send with your resume to [slchner@nowthenmn.net](mailto:slchner@nowthenmn.net)

This position will be open until filled.

UPDATED 8-22-23