CITY OF WEST POINT, MISSISSIPPI

CITY PROJECT MANAGER

Job Description

Department: City Administration
Reports To: Mayor / Chief Administrative Officer
Location: West Point, Mississippi
Employment Status: Full-Time

POSITION SUMMARY

The City Project Manager is responsible for planning, coordinating, monitoring, and facilitating projects undertaken by the City of West Point. The position serves as a central point of coordination among City leadership, department heads, engineers, architects, contractors, consultants, funding agencies, community partners, and other stakeholders.

The Project Manager assists the City in moving projects from concept and funding through procurement, construction, completion, and closeout. Projects may include street and drainage improvements, water and sewer infrastructure, municipal facilities, parks and recreation improvements, downtown and community development initiatives, economic development projects, demolition and revitalization efforts, and state and federally funded projects.

The Project Manager is expected to protect the City's financial and operational interests by maintaining project schedules, monitoring budgets, identifying potential problems, maintaining accurate documentation, and providing timely updates to City leadership.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Project Planning & Management

- Coordinate City projects from initial planning through final completion and closeout.
- Develop and maintain project schedules, budgets, timelines, milestones, and status reports.
- Coordinate activities among City departments, engineers, architects, contractors, consultants, utilities, and other project participants.
- Track project deadlines and identify delays or potential obstacles before they significantly impact project completion.
- Conduct or participate in project meetings, pre-construction conferences, progress meetings, site visits, and final inspections.
- Maintain a centralized system for tracking active and proposed City projects.
- Assist City leadership in prioritizing projects based on community needs, available funding, urgency, and long-term City goals.

Capital & Infrastructure Projects

Coordinate and monitor projects involving areas such as:

- Streets, sidewalks, and transportation improvements;
- Stormwater and drainage;
- Water and wastewater infrastructure;
- Municipal buildings and facilities;

- Parks, recreation facilities, and public spaces;
- Downtown improvements and beautification;
- Neighborhood revitalization;
- Demolition, redevelopment, and blight-reduction projects;
- Public safety and emergency-service facilities;
- Economic and community development projects; and
- Other capital improvements authorized by the City.

Grant & Funding Administration

- Assist in identifying local, state, and federal funding opportunities for City projects.
- Coordinate with grant writers, consultants, engineers, and City staff in preparing information needed for funding applications.
- Maintain records of grant awards, project deadlines, matching requirements, expenditures, reimbursement requests, and reporting requirements.
- Assist with compliance for projects funded through programs administered by the State of Mississippi and federal agencies.
- Coordinate documentation required for audits, monitoring reviews, reimbursements, and grant closeout.
- Monitor grant-funded projects to help ensure that funds are expended within applicable deadlines and for authorized purposes.
- Provide City leadership with regular updates regarding available grant balances, project expenditures, and upcoming funding deadlines.

Contracts, Procurement & Financial Monitoring

- Assist with Requests for Proposals (RFPs), Requests for Qualifications (RFQs), bid packages, advertisements, and other procurement activities.
- Coordinate with the City Clerk, City Attorney, engineers, consultants, and other appropriate officials to ensure procurement and contracting procedures are properly followed.
- Maintain project contracts, proposals, bids, notices, change orders, invoices, pay applications, and supporting documentation.
- Review project expenditures against approved budgets and promptly identify potential cost overruns.
- Track change orders and their impact on project costs and completion schedules.
- Assist in verifying that required documentation has been received before recommending project payments for processing.
- Maintain organized project files that are readily available for City officials, auditors, funding agencies, and other authorized reviewers.

Contractor & Consultant Coordination

- Serve as a primary City contact for engineers, architects, contractors, consultants, and vendors assigned to City projects.
- Monitor contractor and consultant performance against contractual requirements, schedules, and deliverables.
- Follow up on incomplete work, deficiencies, missed deadlines, and outstanding project requirements.
- Coordinate with appropriate professionals regarding proposed change orders, extensions, design modifications, and other project changes.
- Document significant project issues and promptly communicate concerns to City leadership.
- Coordinate punch-list completion, final inspections, warranties, and project closeout documentation.

City Leadership & Board Reporting

- Provide regular project status reports to the Mayor, Chief Administrative Officer, Board of Selectmen, and appropriate department heads.
- Prepare project summaries, timelines, financial information, presentations, and recommendations for public meetings when requested.
- Attend meetings of the West Point Board of Selectmen when project-related matters are scheduled for consideration.
- Provide City leadership with information necessary to make informed decisions regarding project priorities, contracts, funding, schedules, and expenditures.
- Maintain a current summary of all major City projects showing project status, funding source, approved budget, expenditures, outstanding obligations, contractor/consultant, and anticipated completion date.

Community & Intergovernmental Coordination

- Communicate professionally with residents, businesses, property owners, community organizations, and other stakeholders regarding City projects.
- Coordinate project activities with Clay County and applicable regional, state, and federal governmental entities when necessary.
- Assist in coordinating projects with utilities and other entities whose infrastructure may be affected by City construction.
- Represent the City professionally at project meetings and other assigned functions.
- Respond to project-related questions and concerns or refer them to the appropriate City official or department.

KNOWLEDGE, SKILLS & ABILITIES

The City Project Manager should possess:

- Strong project-management and organizational skills.
- Ability to manage multiple projects with competing deadlines.
- Knowledge of construction and infrastructure project-management principles.
- Understanding of governmental budgeting, purchasing, procurement, and contracting practices.
- Familiarity with state and federal grant administration and compliance.
- Ability to understand construction plans, specifications, contracts, cost estimates, and project schedules.
- Strong analytical and problem-solving skills.
- Excellent written and verbal communication skills.
- Ability to prepare clear reports for elected officials and the public.
- Strong attention to detail and recordkeeping.
- Ability to identify potential problems and recommend practical solutions.
- Ability to work effectively with elected officials, City employees, engineers, contractors, consultants, governmental agencies, businesses, and citizens.
- Proficiency with Microsoft Office and the ability to use project-management and document-management software.

MINIMUM QUALIFICATIONS

- Bachelor’s degree in Project Management, Construction Management, Engineering, Public Administration, Business Administration, Urban Planning, or a related field; **or**
- A combination of education, training, and professional experience that demonstrates the ability to successfully perform the duties of the position.
- Relevant experience in project management, construction, infrastructure, government administration, economic/community development, or a related area.
- Valid driver’s license.

PREFERRED QUALIFICATIONS

Preference may be given to applicants with:

- Previous municipal, county, state, or other governmental experience;
- Experience managing municipal construction or infrastructure projects;
- Experience administering state or federally funded projects;
- Knowledge of Mississippi public purchasing, bidding, and contracting requirements;
- Experience with community and economic development programs;
- Experience working with engineers, architects, contractors, and governmental funding agencies; and
- Project Management Professional (PMP), Certified Construction Manager (CCM), or comparable professional credentials.

WORKING CONDITIONS

The position involves both office and field work. The Project Manager may be required to visit construction sites and municipal facilities, walk over uneven terrain, work outdoors in varying weather conditions, attend meetings outside normal business hours, and travel locally or regionally for project-related meetings.

PERFORMANCE EXPECTATIONS

The City Project Manager shall perform all duties with professionalism, integrity, accountability, fiscal responsibility, and attention to detail. The Project Manager is expected to proactively monitor City projects, identify issues requiring attention, maintain accurate and accessible records, and ensure City leadership receives timely information concerning project progress, expenditures, deadlines, and potential risks.

The Project Manager shall work collaboratively with City departments while recognizing the authority and responsibilities of the Mayor, Board of Selectmen, Chief Administrative Officer, City Clerk, City Attorney, department heads, and other City officials.

DISCLAIMER

This job description is intended to describe the general nature and level of work performed by the City Project Manager. It is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the position. Duties may be modified or additional duties assigned based upon the operational needs of the City of West Point.

The City of West Point, Mississippi is an Equal Opportunity Employer.