

## SANTEE-LYNCHES REGIONAL COUNCIL OF GOVERNMENTS

**JOB TITLE:** Project Manager  
**DEPARTMENT(S):** Government Services

### **JOB STATEMENT:**

- Under the general direction of the Government Services Director, this position will perform a variety of program and project administration tasks, specializing in carrying out the scope of work described in contracts with the South Carolina Department of Commerce and U.S. Department of Housing and Urban Development (HUD), among others.

### **JOB DUTIES:**

- Assist in preparation and submission of competitive and formula-based grant application packages.
- Conduct public hearings and other outreach efforts for economic and community needs assessments.
- Prepare performance reports, quarterly and administrative, and other material submissions to federal, state and local governments as required.
- Ensure compliance with various program administrative regulations, technical instructions and outcome performance requirements.
- Maintain project files, Davis-Bacon, labor standards, and URA regulations, as applicable to economic and community development grants.
- Prepare documents related to property acquisition, and maintain complete and accurate records.
- Prepare and administer procurement requests in accordance with organizational policies.
- Prepare annual plans and annual progress reports for CDBG, EDA & HUD Programs.
- Prepare and submit Requests for Payment, including documentation for draws, economic and community development projects to ensure proper amounts paid on each individual project per unit/line item.
- Follow all procedures and processes for proper monitoring of individual project accounts to ensure fund balance accuracy and proper transaction documentation.
- In coordination with other staff, maintain a process for all financial, program, and client files for each economic and community development project.
- Perform other duties as assigned.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- Demonstrated ability to manage complex analytical tasks
- Knowledge of computer hardware and software programs, which may include Microsoft Office, Internet applications
- Experience in managing project-specific assignments successfully
- Knowledge of local government procedures and practices
- Understanding of citizen involvement techniques and processes

### **PREFERRED EXPERIENCE REQUIRED:**

- Two years' experience managing EDA, CDBG & HUD programs.

\*\*The Santee-Lynches Regional Council of Governments reserves the right to modify, interpret or apply this job description in any way it desires. This job description in no way implies that these are the only duties to be performed by the employee. This job description is not an employment contract, implied or otherwise. This employment relationship remains "At-Will".\*\*