



**Southwest Colorado Council of Governments
Project Coordinator - Job Description**

POSITION DESCRIPTION

Job Title: SWCCOG Project Manager

Reports To: Region 9 Executive Director, Region 9 Project Manager

FLSA Classification: non-exempt Full Time

Salary Range: \$65,000 - \$80,000 based on experience

Job Summary

The SWCCOG Project Manager works closely with Region 9 and SWCCOG staff, regional community partners and project consultants to oversee a wide variety of SWCCOG projects including broadband, transportation, housing, and other priorities as assigned. The Project Manager will ensure effective coordination, development, and implementation of all assigned projects. This position will require strong computer skills and knowledge of software utilized by the SWCCOG (Word, Excel, PowerPoint, etc.); flexibility; excellent interpersonal skills with the ability to communicate and collaborate with a variety of government and community stakeholders.

Skill/Knowledge Requirements

The requirements listed below are representative of the knowledge, skills and abilities required to perform the necessary functions of this position.

- Post-secondary, including a bachelor's degree, coursework in project management, public administration, finance or a related field is preferred.
 - Experience working with the public sectors in broadband, transportation, housing or related areas are preferred.
 - Ability to work independently in an effective manner.
 - Ability to analyze data, define problems, identify potential solutions, and evaluate outcomes.
 - Ability to establish and maintain effective working relationships.
 - Excellent written and oral communication skills including ability and proficiency in interpreting and presenting information in reports and presentations.
 - Ability to read, write business correspondence, reports, and take and transcribe dictation and/or meeting minutes.
 - Ability to respond to inquiries from management, public groups, and the general public.
 - Ability to operate and learn a variety of office equipment including, but not limited to: copiers, printers, computers, smart phones, and audio recording devices.

MAJOR JOB RESPONSIBILITIES

General:

- Monitor progress of all assigned projects, act as the point of contact, and communicate project status to all relevant participants.
- Create and/or coordinate any project paperwork and documentation including contracts, reports and plans etc.
- Ensure standards and requirements are met through engagement and seeking feedback.
- Maintain electronic and paper filing systems and records for all projects and programs.
- Coordinate and attend meetings as needed. Compile agenda packets, set up meeting location, prepare minutes, and disseminate information.
- Assist the SWCCOG to identify funding opportunities and submit proposals.
- Assist with management of grant funding opportunities for assigned projects.
- Ensure SWCCOG's website related to projects is relevant and current.
- Provide regular updates to Board of Directors and supervisor.

Broadband:

- Work with SWCCOG and Region 9 Executive Director to identify the SCAN network in its totality, and advise on how it can best be utilized, maintained and marketed.
- Collaborate and communicate with all broadband stakeholders including member jurisdictions, State agencies, service providers, and IT professionals etc. to manage and expand network, and maintain/improve services.
- Ensure the documentation of network assets in appropriate geographic information system and maintain all documents and files as outlined by SWCCOG.
- Assist in developing aggregation of service model across the region following the regional Broadband plan as a framework.
- Identify priority broadband projects utilizing existing information and data, develop an ongoing working list of unserved and underserved communities and identify the issues for each of these communities that cause deficiencies of capacity, redundancy, and affordability.
- Work with consulting, engineering, construction, and management organizations that are involved in SWCCOG broadband projects.
- Attend, arrange and/or facilitate regional Broadband meetings in person and via various telecom systems.
- Assure Local Fiber Mapping, leased line record keeping, and technical fiber splice consultation.

Transit/Transportation:

- Develop and promote partnerships with local agencies and transit service providers to coordinate, enhance and expand travel options and increase mobility in the region.
- Assist partners in priority strategies and plans to meet local needs and recommendations for transportation services funding and implementation.
- Gather and analyze data to evaluate the transportation service options.
- Seek and coordinate local training opportunities for transit providers.
- Provide periodic transit updates to the Southwest Regional Transportation Planning Commission and stay abreast of transportation/transit and broadband interconnections.

- Increase resources for marketing transit systems to users and communities.
- Design, distribute and regularly update the Regional Transit Guide to residents, consumers, and transportation service agencies.
- Other duties as assigned.

Work Environment:

General Work Environment:

Work is generally performed in a typical office environment or at a home office.

Physical Demands:

This position is generally performed in an office environment with occasional travel necessary within throughout the 5-county region via automobile or other mode of transportation. Work hours will generally be performed during business hours. While performing the duties of this job, the employee is frequently required to stand, walk, sit, talk, hear and drive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.