

RECOVERY AND RESILIENCE PROJECT MANAGER

DISTINGUISHING FEATURES OF THE CLASS: This administrative position is responsible for coordinating the implementation of various Recovery and Resilience projects designed to strengthen and make Ulster County more equitable due to the impact of the COVID-19 pandemic. These projects include but are not limited to: American Rescue Plan Act (ARPA) spending, implementation of County plans supporting Recovery and Resilience including the Housing Action Plan, Green New Deal, and Behavioral Health Task Force recommendations, and community infrastructure projects such as community development, open space, and recreation programs. The incumbent is responsible for coordinating and overseeing project contracting and financial management for Recovery and Resilience projects. These tasks may include working with County departments and municipalities to move projects through planning, review, allocation, identifying potential funding sources, developing funding resources, overseeing compliance with signed contracts, and ensuring disbursements and deliverables on existing contracts. This position requires a high degree of confidentiality as the incumbent deals with sensitive information. The work is performed under the general supervision of the Director of Recovery and Resilience with wide leeway allowed for the exercise of independent judgement. Supervision may be exercised over subordinate staff involved in the administration of Recovery and Resilience projects. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Coordinates the implementation of Recovery and Resilience projects, working with all relevant program and service departments.

Tracks and ensures vendor compliance with signed contracts in the division. Assists with contract drafting, entry, purchase orders, project accounting and contract amendments. Provides financial project oversight to ensure grant or County funds are utilized by vendors as intended by the authorizing resolution(s) and contract terms.

Assists with preparation for Board or Committee presentations, attendance, or reporting. Attends County Boards or Committees as required.

Works with the Ulster County Planning Department, the Department of Public Works, or other County Departments to ensure work scope, payment terms, and reporting requirements of County agreements are met for Recovery and Resilience projects.

Creates and maintains project status dashboard and reporting tools.

Develops, deploys, and manages a community engagement portal for key Recovery and Resilience projects.

Drafts communications and public engagement updates on projects.

Works within the Department of Finance to report and track expenditures and revenues for all projects.

Generates and uploads appropriate reports, including New World financial reports.

Completes journal entries, vendor entries, and invoice processing in the New World Financial system as well as other tasks withing this software.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the principles of project financial management; good knowledge of the project development process, including reviwing project documents, contract management, and project compliance with County or funder regulations; good knowledge of research tools and resources; good knowledge of the American Rescue Plan Act funding requirements, limitations and regulations; good knowledge of the department's organization, policies, procedures and objectives; ability to manage multiple assignments and priorities; ability to coordinate the production of communications and public engagement updates; ability to maintain confidentiality; ability to establish and maintain effective working relationships with a wide variety of people; ability to communicate effectively both orally and in writing; initiative; resourcefulness; accuracy; tact; good judgement; integrity.

MINIMUM QUALIFICATIONS: Either:

- A. Possession of a Master's Degree and one (1) year of full-time paid, or its part-time equivalent, experience in project/program/financial administration and/or management; **OR**
- B. Possession of a Bachelor's Degree and three (3) years of full-time paid, or its part-time equivalent, experience in project/program/financial administration and/or; **OR**
- C. Possession of an Associate's Degree and five (5) years of full-time paid, or its part-time equivalent, experience in project/program/financial administration and/or management; **OR**

D. An equivalent combination of training and experience as indicated in A, B and C above.

Note: College level study in Computer Science, Information Technology, Information Systems, or related field may be substituted on a year for year basis for the above-mentioned degrees; must include a minimum of twelve (12) semester credit hours in computer science courses and a minimum of nine (9) semester credit hours in computer related mathematics courses. However, college courses may not be substituted for the two (2) years of experience which must have involved systems administration as mentioned above.

ULSTER COUNTY
5415 RCV RS MGR
Classification: Proposed Non-Competitive
MGT

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