

**TOWN OF BRASELTON  
JOB DESCRIPTION**

**JOB TITLE:** Capital Project Coordinator  
**SUPERVISOR:** Town Manager  
**DEPARTMENT:** Various  
**STATUS:** Non-Exempt  
**DATE:** February 1, 2018

**JOB SUMMARY:**

The Capital Projects Coordinator is responsible for researching, preparing and implementing economic development plans, programs and services for the Town of Braselton, coordinating road projects with all applicable state agencies and for managing capital projects at the direction of the Town Manager.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*The following duties are representative of the work required for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

- Develops and coordinates continuous and long range economic development efforts for the town; gathers, interprets, and prepares data for studies, reports and recommendations.
- Prepares information for the specific purposes of economic development and capital infrastructure projects; schedules appointments for meetings; provides professional advice; makes presentations to supervisors, boards, chambers of commerce, civic groups, and businesses.
- Provides information on town wide issues, programs, services, and plans.
- Provides updates regarding capital projects to be used in press releases, social media and the town website.
- Monitors local, state and federal legislation and regulations relating to municipalities, and reports findings, trends and recommendations to Town Manager.
- Researches, prepares, and writes grant applications.
- Provides staff support to other departments as needed and assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

The Capital Projects Coordinator must be knowledgeable of the following principles, procedures, and concepts:

- Knowledge of business development; economic development; municipal zoning and infrastructure; planning programs and processes.
- Knowledge of community and cultural event planning.
- Knowledge of the town's comprehensive plan, service delivery strategy, and short-term work program.
- Knowledge of basic grammar, language usage and vocabulary.
- Skill in the operation of basic office equipment.
- Ability to establish effective working relationships with other town employees, business owners, civic organizations, commissions, elected officials, and the general public.
- Ability to direct the work of other town employees on specific projects.
- Ability to effectively market attributes of the Town of Braselton, in-person, on-telephone, and via email.
- Ability to communicate effectively orally and in writing.
- Ability to process information, applications, forms and other documents, including grants, requiring accuracy, thoroughness and attention to detail.
- Ability to develop and maintain a schedule of projects.
- Ability to prepare accurate, clear, and concise documents.
- Ability to develop attractive and informative brochures and information packages.
- Ability to work independently with general supervision.
- Ability to drive and operate town vehicles in a safe and efficient manner.

**MINIMUM EDUCATION, TRAINING AND/OR EXPERIENCE TO PERFORM ESSENTIAL JOB FUNCTIONS:**

The Capital Projects Coordinator should possess, at a minimum, a four-year degree in engineering or public administration, or a related field; two (2) years of experience in performing related work; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities to successfully perform the duties and responsibilities of the position.

**OTHER REQUIREMENTS:**

Possession of valid State of Georgia Driver's License (Class C) and a satisfactory Motor Vehicle Record (MVR).

**SUPERVISORY RESPONSIBILITIES:**

The Capital Projects Coordinator does not have direct supervision over any employees.

**TRAVEL:**

The Capital Projects Coordinator is required to travel locally on a regular basis and may also be required to travel regionally, statewide, and nationally as needed.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS****LANGUAGE SKILLS:**

Ability to read and understand written materials. Ability to effectively communicate information to fellow employees, public officials, prospective businesses, and the general public.

**MATHEMATICAL SKILLS:**

Ability to work with basic mathematical concepts such as, addition, subtraction, multiplication, and division.

**COMMUNICATION SKILLS:**

Must be able to effectively communicate orally and in writing in a professional manner in order to give or exchange information, resolve problems, and/or provide service. In addition, this position requires extensive contact with other employees, the general public, and public officials, often involving problem-solving circumstances.

**REASONING ABILITY:**

Ability to interpret and understand a variety of forms, reports, manuals, regulations, and other means of instruction and guidance.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position requires light demands with intermittent sitting, standing, stooping, walking, computer use, and occasional lifting of objects weighing up to 25 pounds.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment is divided between an indoor office work area and out-of-office settings. The employee may be occasionally exposed to dust or dirt.