

**CITY OF FORT WAYNE JOB POSTING**

**Applicants and Employees must meet duties/essential functions and minimum requirements.**

Job Vacancy:	<b>Program Manager – Right of Way</b>	Department:	Right of Way
Requisition Number:	2022300		
Hours:	8:00 a.m. to 5:00 p.m., may vary. On-Call evenings and weekends.	Rate of Pay:	\$27.2517 - \$29.1749 per hour
Date Posted Up:	11/21/2022	Date Posted Down:	11/23/2022
Time Up:	11:30 a.m.	Time Down:	

**SUMMARY**

Working under the direction of the Director of Public Works and supervision of the Right of Way Manager, incumbent is responsible in managing the 50/50 Cost Share Program and all related projects that fall in the City’s right of way jurisdiction. Works closely with Project Managers and the Barrett Law Accountant to ensure accuracy of the paperwork, signatures, and scheduling of the 50/50 Cost Share projects. Incumbent will be involved in serving the Public Works Division and the City as a key component in organizing and attending public meetings regarding various cost sharing projects that flow through the BOPW. Duties include writing informational materials, both printed and online pieces for the public, coordinating meetings with contractors, neighborhoods and Public Works staff. Incumbent’s skills include a professional-level writing and editing, expertise in verbal communication, performing in a high-pressure and fast-paced environment, and preparing various periodic and special reports. The incumbent is expected to exercise good judgment, independence, initiative, and professional expertise in conducting day-to-day operations. All work duties and activities must be performed in accordance with the City safety rules and operating regulations, policies and procedures as well as federal, state, and local regulations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the ability to interact with the public, City incumbents, and outside agencies with patience, tact, respect, and professionalism and the following. Other duties may be assigned.

**PLANNING/JUDGEMENT**

- Administers digital outreach plan of the Cost Share Program (i.e. website content updates, social media platforms, mailings, etc.);
- Plans, coordinates, and manages special events;

**MANAGEMENT/OPERATIONS**

- Provides support to the Transportation Project Managers relating to the Cost Share Program and other Public Works matters;
- Works directly with the Program manager for Right of Way in other construction functions;
- Uses geotechnical software daily confirming property ownership, address and other pertinent information tied to Petitioners participation in the 50/50 Cost Share Program;
- Responsible for establishing layouts and updating webpages on a daily basis;
- Manages all interaction with printing company to ensure expectations are met and exceptional product received (ie; fliers, posters, letters, etc.);
- Performs Neighborhood Survey/Petition project requests, and researches via verbal inquiry and databases (ie; Internet, Access, Accela, PMIS, etc);
- Adapts to changes in the work environment, approach or method to best fit the situation, and is able to deal with frequent changes, delays or unexpected events;

- Oversees, routes, and keeps details on the Small Cell towers and their functions in the City of Fort Wayne;

### **INFORMATION/COMMUNICATION**

- Writes, reviews, and edits a wide range of communications and information including letters, web material, fact sheets, Q&A sheets, newsletters, and other materials needed for the Right of Way Department and the Division of Public Works;
- Effectively communicates and delivers information regarding Cost Sharing to neighborhoods and their representatives, business organizations, and the public;
- Coordinates, attends, and manages public/neighborhood meetings and events during day and evening hours;
- Oversees the Neighborhood Survey/Petitions program involving reviewing reports, mailings, data entry, analyze/research and verify requests, schedule meetings, Q&A contact, and working closely with Public Works Managers and the Neighborhood Presidents;
- Follow-up on Surveys and Petitions received with phone calls, email, letters, etc. to improve communication with the public and internal staff;
- Establish and monitor Contact listing information of Neighborhood Presidents;
- Represents Public Works on various committees being a key stakeholder among Neighborhood Presidents, citizens, and Public Works management;
- Attends meetings to obtain and remain knowledgeable with current project information and Public Works activities;
- Nurtures and maintains positive public relations with all contacts and is responsive and empathic to their requirements and positions;
- Attends Partnership, and Neighborhood meetings essential for relations in Public Works.

### **PERFORMANCE EXPECTATIONS**

The incumbent is responsible to manage their performance in accordance with this job description and the performance expectations provided to them by management. If at any time the incumbent is unsure of their role or specific responsibilities, it is the incumbent's responsibility to refer to their job description and ask for clarification from their supervisor. Management will work with the incumbent, as needed, to ensure performance expectations are clearly communicated and performance goals are achieved.

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

### **EDUCATION and/or EXPERIENCE**

Education and work experience equal to an Associate Degree in Office Management, Business Management, or a related field, relevant direct experience, and/or training.

### **OTHER KNOWLEDGE, SKILLS and/or ABILITIES**

- Communicates effectively in both oral and written form with diverse individuals;
- Produces written documents in the English language using proper sentence structure, punctuation, and grammar;
- Performs duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability to work independently and follow direction to meet deadlines;
- Excellent writing and oral communications skills;
- Demonstrated knowledge of the principles and practices of public information correspondence, including the writing of news releases, public service announcements and speeches;
- Ability to present information clearly and concisely to various audiences;
- Ability to communicate in various journalistic styles;

- Competent and effective with computer software, hardware, and communication networks including but not limited to the Microsoft Office Suite and general standard office equipment;
- Ability to locate information quickly;
- Time management, organization and independent work expertise;
- Ability to establish effective working relationship with engineering staff, neighborhood leaders and residents, community organizations and city personnel;
- Working knowledge of the appropriate communication expectations of the Director and organizations of Public Works.

### **LANGUAGE SKILLS**

The ability to read, analyze, and interpret common governmental, legislative, bid documents, ordinances, project plans, scientific and technical journals, financial reports, and legal documents. The ability to communicate and respond to common inquiries or complaints from internal and external 'customers', regulatory agencies, or members of the business community. Ability to write articles for publication that conform to prescribed style and format. Ability to present information as representative of the Division of Public Works of the City of Fort Wayne to top management, public groups, and/or boards of directors.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to produce and interpret graphs.

### **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. The ability to interpret an extensive variety of technical instructions in mathematical or diagram form and work with several abstract and concrete variables.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Indiana Driver's License

### **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.

While performing the duties of this job, the employee is regularly required to talk or hear. Operate in a sometimes fast paced, hectic environment. The employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

### **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 noise level in the work environment is usually moderate.

Applications may be submitted on-line at [www.cityoffortwayne.org](http://www.cityoffortwayne.org) or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen's Square, 1<sup>st</sup> Floor, 200 E. Berry Street, Fort Wayne IN between the hours of 8:00 a.m. – 4:00 p.m. Applicants must be 18 years of age or older. Applicants must be 21 years of age or older to hold a CDL with the City of Fort Wayne. Reasonable accommodations for person with a known disabling condition will be considered in accordance with State and Federal Law.

(Those individuals who accept employment with the City and live outside one of the six contiguous Indiana counties that border Allen County (DeKalb, Whitley, Noble, Huntington, Wells, and Adams) will have six (6) months from their start date to become residents of either Allen County or one of the six counties listed above. Policy and Procedure Number 204 Page: 1 of 1)

**Equal Opportunity Employer**

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.