

**MAJOR FUNCTION**

This is a responsible managerial position directing all the operations relating to implementation of Blueprint 2000 Projects and Blueprint 2020 Infrastructure Projects (Blueprint) on behalf of the Blueprint Intergovernmental Agency. This position requires management of a considerable variety and volume of professional work concerned with the planning, acquisition and construction of right of way projects, stormwater drainage and management systems, parks and recreational facilities, acquisition of environmentally sensitive lands, and other related projects as identified in the 2<sup>nd</sup> Amended and Restated Interlocal Agreement between the County and City. The position reports to the Director of the City/County Planning, Land Management and Community Enhancement (PLACE) Department and considerable independent judgment, discretion, and initiative are exercised in carrying out the daily operations of Blueprint with efficiency and effectiveness.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Supervises, directs, plans, coordinates, and instructs all divisions and personnel regarding Blueprint. Manages the planning, design, land acquisition, permitting, scheduling, construction, coordination, contract management and public relations activities for Blueprint projects and other projects as approved by the Blueprint Intergovernmental Agency. Projects may include street, sidewalk and trail projects, stormwater drainage and management systems, parks and recreational facilities, acquisition of environmentally sensitive lands, and other related projects. Directs the preparation of the budget; makes procedural and operational recommendations to the PLACE Director. Inspects work performed within Blueprint and by contractors hired by Blueprint. Coordinates work activities and programs of Blueprint with other city, county, state and federal programs and projects. Investigates and resolves personnel problems that may arise from time to time. Ensures Blueprint compliance with Blueprint Intergovernmental Agency policies and applicable federal and state laws. Will assist the Place Director in leveraging sales tax revenues and coordinate applications for external funding, grants, and loans. Prepares reports and correspondence to committees and agencies as required to serve the needs of Blueprint Intergovernmental Agency. May hire, transfer, advance, discipline and discharge employees as delegated by the PLACE Director. Conducts performance evaluations and determines merit increases.

**Other Important Duties**

Attends and participates in conferences and meetings of Blueprint Intergovernmental Agency Board of Directors, the City Commission, County Commission, state and federal agencies and other similar agencies. Performs related duties and responsibilities as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Extensive knowledge of modern techniques, methods, procedures, principles, and practices of all phases of public infrastructure projects. Extensive knowledge of personnel, finance, general office and business administration, and the ability to apply them. Knowledge governing the use and care of all types of public works, equipment, instruments, materials, and supplies. Thorough knowledge of the principles of supervision, training and performance evaluation. Ability to plan, direct, supervise, coordinate, organize, and inspect public works programs and activities. Ability to prepare written technical reports, estimates, and construction and cost records. Ability to plan, assign, instruct, review, and evaluate work assignments of technical and professional personnel. Ability to address civic organizations or other public or private groups on subjects relative to public infrastructure programs and projects. Ability to establish and maintain effective working relationships with subordinates, superiors, governmental officials, and the general public. Ability to prepare, develop, and present long-range public infrastructure plans and programs. Demonstrable interpersonal

facilitation and communication skills. Skill in the use of microcomputers and the programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in civil or construction engineering, urban planning, environmental management, business or public administration or a related field and six years of professional and administrative public works experience that includes project planning; or an equivalent combination of training and experience. Three years of the required experience must have been in a supervisory capacity.

Necessary Special Requirements

Must possess a valid Class E State driver's license at the time of appointment.

An incumbent of this job classification will be required to file a financial disclosure statement with the Supervisor of Elections in their county of residence, in compliance with Florida Statutes, Chapter 112, Part III. Such filing is required within 30 days of placement in a covered position, annually thereafter by no later than July 1 of each year in which they serve in the covered position, and within 60 days of leaving the covered position.

Note: Preference may be given to applicants holding a Florida Professional Engineer registration; a master's degree in one of the aforementioned degree areas or public or business administration.

Special Note:

This is a unique position created as the result of the passage of a one-cent sales surtax on November 7, 2000, thereafter renewed on November 4, 2014. The successful candidate will be primarily responsible for the construction and implementation of major infrastructure projects identified in the 2<sup>nd</sup> Amended and Restated Interlocal Agreement between the County and City. It is undetermined if the sales tax option will be renewed in future years. The successful candidate may join either the Florida State Retirement system through the Leon County Benefits Plan or the City of Tallahassee's pension and deferred contribution plan.

Established 08-13-11  
Revised: 03-19-16  
01-17-18