Community Development Project Manager PT

20-30 hours per week, Salary: $20 – $24 per hour/ some benefits DOQ/E; EOE/AA.

Deadline: Until Filled, First Review will take place July 12, 2016

Are you interested in the implementation side of community development? Passionate about downtowns? The City of South Burlington seeks an energetic, team oriented and experienced individual to fill the position of Part time Community Development Project Manager. A successful candidate will possess high ethical standards, excellent communication and interpersonal skills, and a strong foundation in urban design.

The project manager position coordinates, plans, evaluates, resolves issues relating to, and otherwise manages the design of public projects from conceptual planning through engineering up until construction activities.

Position includes community outreach, budgeting, scheduling, project risk analysis, and fair and impartial contracting, coordinating project development across departments, facilitating permit acquisition, monitoring progress, providing the public with updates, manage grants, etc. May also undertake non-construction projects related to community development.

Education required:  A degree in urban design, landscape architecture, architecture, civil engineering or transportation engineering or related degree, two years of experience in a similar or transferable experience position.

Skills required: excellent written and verbal communication and public speaking skills, ability to multi‐task, develop, track and analyze budgets, interact with the public, and otherwise represent the City in a professional manner. Preferred: master’s degree, design skills.

The City of South Burlington is a diverse community of rural and suburban character on the cusp of creating a new downtown – City Center. Bordering Vermont’s largest city, Burlington, to the south and east, South Burlington enjoys access to Lake Champlain, scenic vistas of the Green Mountains and Adirondacks, and excellent schools. It is home to iconic Vermont firms such as Ben & Jerry’s, Magic Hat, and Keurig Green Mountain Coffee. The community is served by local and regional transit, over 20 miles of paved recreation paths, 400 plus acres of parks and natural areas, the regional airport, and direct access to the interstate.

See complete job description [online](http://www.sburl.com/index.asp?Type=B_JOB&SEC=%7b7A11F34A-2A41-4A34-A8FF-65090C21C783%7d).

Please provide a cover letter, resume, three references & a two page writing sample to:

Attn: Janice Ladd, HR Director

 575 Dorset St

 South Burlington, VT 05403

 Or Email

 E-mail: jladd@sburl.com