



Wannigan Park Project Manager

Job Description

I. IDENTIFYING INFORMATION

JOB TITLE	Wannigan Park Project Manager	WORK LOCATION	City Hall
SUPERVISOR	City Administrator	FLSA STATUS	Non-Exempt
DEPARTMENT HEAD	City Administrator	PAY GRADE	5
DEPARTMENT	Administration	EFFECTIVE DATE	March 1, 2025

II. POSITION SUMMARY

The City of Frazee is seeking a dynamic and organized individual to support project management of the development of Wannigan Park. This position plays a critical role in coordinating meetings and events, managing project timelines and deliverables, handling grants, preparing financial reports, and supporting communications related to the park's development and ongoing community engagement.

III. ESSENTIAL DUTIES AND RESPONSIBILITIES

	<i>Project Coordination</i>
	1. Oversee the planning, development, and implementation of projects related to Wannigan Park.
	2. Ensure projects are completed on time, within scope, and within budget.
	3. Coordinate and manage contractors, vendors, and partners involved in the park's development.
	<i>Meeting and Event Coordination</i>
	1. Organize and facilitate project-related meetings, including those with city officials, stakeholders, and the public.
	2. Plan and execute events for park-related announcements, community engagements, and fundraising.
	<i>Grant Management</i>
	1. Identify and apply for grants to support the development and operations of Wannigan Park.
	2. Manage grant reporting, tracking deliverables, and ensuring compliance with grant terms and conditions.
	3. Work closely with the City's financial team to ensure proper financial management of grants.
	<i>Financial Reporting</i>
	1. Assist in developing and managing budgets related to Wannigan Park.
	2. Prepare and present financial reports to the City Administrator and City Council as needed.
	3. Ensure accurate tracking of project expenses and financial activities.
<i>Communications Support</i>	
1. Collaborate with city staff to support communications and public relations related to Wannigan Park.	
2. Develop materials to update the community, including newsletters, press releases, and social media posts.	
3. Serve as a point of contact for inquiries about the project.	

IV. WORK ENVIRONMENT

This position will require occasional attendance at evening meetings and events. Some remote work may be permitted, but regular presence in Frazee will be essential to manage in-person coordination tasks.

V. MINIMUM QUALIFICATIONS

- High School Diploma + 1 year of post secondary education
- Minimum of 2 years of experience in project management, grant management, or a similar role.
- Excellent organizational and multitasking skills with the ability to manage multiple projects simultaneously.
- Strong written and verbal communication skills.
- Proficiency in Microsoft Office Suite, particularly Excel and Word.
- Experience with financial management and budgeting.
- Ability to work independently and collaboratively in a team setting.

VI. DESIRABLE QUALIFICATIONS

- Passion for community development and environmental sustainability is a plus.
- Preferred Bachelor's degree in project management, public administration, environmental studies, Optional Parks & Recreation Administration 2 year degree, or a related field.

This job description is intended to provide a general overview of the position. It is not an exhaustive list of responsibilities, skills or qualifications associated with the role.

Frazee is an Equal Opportunity Employer.