



Human Resources Department

December 31, 2020

Special Projects Manager

Johnson County seeks a Special Projects Manager to perform project management responsibilities and coordinate assigned special initiatives and vertical infrastructure capital projects. This position will manage public bidding process and contract development and administration. In addition, the Special Projects Manager will research, propose, plan and implement a broad variety of complex projects, programs, and initiatives while incorporating quality improvement, customer service, and sustainability principles.

The successful candidate will demonstrate effective decision-making, strong communication skills and embrace innovative solutions as a goal driven team player.

Bachelor's degree in public administration, business administration, planning, organizational management or closely related field AND five (5) years of progressively responsible experience implementing and managing multiple projects which involve working with various stakeholders. Public sector experience preferred.

Special requirements: Valid driver's license and insurable under County liability coverage. May also require use of private vehicle for official business. Must obtain Project Management Institute (PMI), Project Management Professional (PMP) and Lean Six Sigma certifications, or equivalent, within two years of employment.

Compensation: \$67,605.76-\$81,126.91 annually and excellent benefits. To apply and learn more about this position please visit our website, www.johnsoncountyiowa.gov. Applications accepted through January 24, 2021.

Cover letter and resume must be attached to online application.

AA/EEO

