

Job Title: **Project Manager**
Location: Lafayette, LA
Department: Office of the Mayor-President
Salary Range: \$33.65 - \$38.46 (DOE)
Position Type: Full Time
Open Until Filled

Strategic Projects Manager or Executive Project Manager

Below is a position description designed for a **Mayor-President Office**, with the role functioning as a centralized project-management resource across departments. Emphasizing executive-level tracking, accountability, coordination, deadlines, reporting, and problem-solving rather than limiting it to construction projects.

POSITION SUMMARY

The Project Manager serves as a central project coordination and accountability resource within the Mayor's Office, responsible for overseeing, tracking, coordinating, and reporting on a diverse portfolio of projects and strategic initiatives across municipal government.

The position works closely with the Mayor-President, Chief Administrative Officer, Chief of Staff, department directors, project leads, consultants, contractors, and other internal and external partners to ensure projects remain organized, milestones are achieved, responsibilities are clearly assigned, and potential delays or obstacles are identified and addressed.

Projects may include infrastructure and capital improvements, operational initiatives, technology implementations, community development projects, planning initiatives, special events, grant-funded programs, policy initiatives, intergovernmental projects, and other priorities established by the administration.

The Project Manager does not replace the technical or operational responsibility of individual departments. Rather, the position provides centralized coordination, project visibility, accountability, and executive-level reporting to help ensure priority projects move from planning through successful completion.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manage and maintain a comprehensive portfolio of projects and initiatives identified as priorities of the Mayor's Office.
- Develop and maintain a centralized project tracking system identifying project scope, objectives, responsible departments, project leads, schedules, milestones, deadlines, funding sources, budgets, dependencies, risks, and current status.
- Establish standardized project-management and reporting practices for projects monitored through the Mayor's Office.
- Work with departments and project leads to establish realistic project schedules, milestones, deliverables, and measures of success.
- Conduct regular project status reviews with departments and responsible staff.
- Monitor project schedules and identify approaching deadlines, missed milestones, budget concerns, unresolved issues, and other risks that could affect successful completion.
- Proactively follow up with responsible departments and project leads regarding outstanding assignments, decisions, approvals, and deliverables.

- Identify projects that are delayed, stalled, over budget, or otherwise at risk and elevate significant concerns to the Mayor-President or executive staff.
- Assist departments in identifying solutions to project barriers, including coordination issues, permitting, procurement, contracts, funding, legal review, interdepartmental dependencies, and external approvals.
- Coordinate projects involving multiple municipal departments and facilitate communication among participating departments.
- Organize and facilitate project meetings, including preparing agendas, documenting decisions, assigning action items, and monitoring follow-up.
- Maintain accurate documentation of project decisions, commitments, timelines, and responsibilities.
- Develop concise dashboards, project summaries, briefing documents, and status reports for the Mayor-President, executive leadership, and other appropriate stakeholders.
- Provide regular reporting on overall project portfolio performance, including projects completed, projects on schedule, projects requiring attention, upcoming milestones, key decisions needed, and emerging risks.
- Coordinate with Finance, Purchasing, Legal, Capital Improvements, Planning, Information Technology, Communications, Grants, and other departments as necessary to advance projects.
- Track grant-funded and externally funded projects in coordination with responsible departments to help ensure key deadlines and deliverables are met.
- Coordinate with Communications staff regarding significant project milestones, public meetings, groundbreaking ceremonies, ribbon cuttings, project updates, and other public-information opportunities.
- Assist the Mayor's Office with special projects and strategic initiatives requiring coordination across multiple departments or external organizations.
- Develop project closeout procedures to document completion, final costs, outstanding obligations, lessons learned, and follow-up actions.
- Maintain historical project records and performance information to support future planning and organizational improvement.
- Perform other duties and special assignments as directed by the Mayor-President.

Project Portfolio

The Project Manager may track projects involving:

- **Capital & Infrastructure:** Roads, drainage, bridges, sidewalks, facilities, parks, utilities, transportation improvements, and other public infrastructure.
- **Planning & Development:** Comprehensive planning initiatives, corridor projects, neighborhood improvements, economic development initiatives, redevelopment projects, and community development programs.
- **Technology & Operations:** Technology implementations, process improvements, operational initiatives, data systems, modernization efforts, and organizational projects.
- **Grants & Special Funding:** Federal, state, and locally funded initiatives requiring coordination of milestones, deliverables, schedules, and reporting.
- **Executive Initiatives:** Strategic priorities established by the Mayor-President, special studies, intergovernmental initiatives, community partnerships, and projects involving multiple departments.

- **Public-Facing Projects:** Projects requiring stakeholder engagement, public meetings, communications coordination, or significant interaction with residents, businesses, community organizations, or other governmental entities.

Executive Project Reporting

The Project Manager will maintain an executive project dashboard that provides leadership with a clear and timely overview of priority projects. At a minimum, reporting should identify:

Project | Responsible Department | Project Lead | Budget/Funding | Current Phase | Percent Complete | Next Milestone | Target Completion | Status | Key Issues/Risks | Decision/Action Needed

Projects should be categorized using a consistent status system, such as:

On Track – Project is proceeding according to schedule and budget.

Attention Needed – A potential issue, delay, dependency, or decision requires attention.

At Risk – Significant schedule, budget, scope, procurement, funding, or operational concerns could affect successful completion.

Completed – Project objectives and closeout requirements have been substantially completed.

The Project Manager should provide leadership not simply with project information, but with **actionable information**—clearly identifying what has changed, what happens next, who is responsible, what may prevent progress, and what decisions are required.

Knowledge, Skills, And Abilities

The successful candidate should demonstrate:

- Strong project-management and organizational skills.
- Ability to manage numerous projects simultaneously with competing priorities and deadlines.
- Ability to establish systems that create accountability without unnecessarily duplicating departmental processes.
- Strong analytical and problem-solving abilities.
- Ability to identify project risks and emerging issues before they significantly affect schedules or outcomes.
- Excellent written and verbal communication skills.
- Ability to translate complex project information into concise executive-level reports.
- Strong meeting facilitation and follow-up skills.
- Ability to work effectively with executive leadership, department directors, technical professionals, elected officials, contractors, consultants, community organizations, and members of the public.
- Ability to build cooperative working relationships across departments while maintaining accountability for commitments and deadlines.
- Knowledge of municipal government operations, budgeting, procurement, contracts, grants, planning, and capital-project processes.
- Ability to exercise sound judgment, discretion, diplomacy, and professionalism.
- Proficiency with spreadsheets, databases, dashboards, project-management platforms, and standard office technology.
- Ability to analyze schedules, budgets, performance measures, and project documentation.

Qualifications

Minimum Qualifications

Education: Bachelor's degree from an accredited college or university in public administration, business administration, project management, construction management, engineering, planning, finance, or a closely related field.

Experience: Minimum of three years of progressively responsible professional experience involving project management, program management, government administration, capital projects, planning, operations, or a related field.

Relevant professional experience may substitute for education requirements.

Substitutions:

Six years of full-time work experience in any field may be substituted for the required baccalaureate degree only.

A master's degree in any field may be substituted for the two years of required work experience. Substitutions.

Candidates without a baccalaureate degree may combine work experience and college credit to qualify as follows:

A maximum of 90 semester hours can be combined with experience to qualify.

15 to 29 semester hours credit will substitute for one year of experience.

30 to 44 semester hours credit will substitute for two years of experience.

45 to 59 semester hours credit will substitute for three years of experience.

60 to 74 semester hours credit will substitute for four years of experience.

75 to 89 semester hours credit will substitute for five years of experience.

90 or more semester hours credit will substitute for six years of experience.

College credit earned without obtaining a baccalaureate degree can be substituted for a maximum of six years full-time work experience. Candidates with 90 or more semester hours of credit, but without a degree must also have at least two years full-time work experience to qualify.

NOTE:

Any college hours or degree must be from an accredited college or university.

Preferred Qualifications

Preference may be given to candidates with:

- Experience managing or coordinating projects in municipal, parish, state, or federal government.
- Experience working directly with executive leadership.
- Experience coordinating projects involving multiple departments or agencies.
- Experience with capital improvement programs, infrastructure, grants, procurement, contracts, or government budgeting.
- Project Management Professional (PMP), Certified Associate in Project Management (CAPM), or comparable project-management certification.
- Experience developing executive dashboards and portfolio-level project reporting.

Performance Expectations

Success in this position will be measured by the Project Manager's ability to create **visibility, accountability, coordination, and forward movement** across the administration's project portfolio.

The position is expected to ensure that executive leadership can readily determine:

Where does each priority project stand? What is the next milestone? Are we on schedule and within budget? What is holding the project up? Who is responsible for the next action? What decision is needed from leadership?

The Project Manager should establish a disciplined project-management process that allows the Mayor's Office to identify challenges early, coordinate resources effectively, hold responsible parties accountable for deliverables, and move priority projects toward successful completion.

Type of Work Environment

Work for this position is a full-time (40 hours per week) position. The vast majority of job functions will be carried out inside an office setting and may require work on holidays, weekends and after hours due to emergency or disaster situations.

How to Apply:

Qualified candidates are invited to submit their resume, a cover letter, and professional references to applicant@LafayetteLA.gov include "**Project Manager**" in the job interest subject line.