



## JOB ANNOUNCEMENT

The City of West Plains is committed to enhancing the quality of life for its residents through the development and maintenance of essential infrastructure. We are currently seeking a diligent and organized individual to join our team as a **temporary Project Coordinator** on a contract basis. This role offers the opportunity to contribute to the implementation of capital improvements and infrastructure projects that will shape the future of our community.

This position follows and promotes city policies and procedures while assisting the senior project coordinator with implementing capital improvements and infrastructure projects, including stormwater mitigation projects and major transportation projects. Responsibilities include coordinating project implementation, ensuring compliance with regulations, facilitating communication among stakeholders, managing procurement processes, providing technical assistance, preparing council agenda items, implementing quality assurance measures, maintaining project documentation, and identifying and mitigating project risks.

Must be detail-oriented, possess excellent communication and organizational skills, effective communication abilities and a commitment to excellence in project management.

This is a hybrid role with flexible scheduling and on-site work as necessary.

### MINIMUM QUALIFICATIONS

- Bachelor's degree in a relevant discipline.
- Two (2) years of experience in project coordination, grant administration or an equivalent combination of education and experience that qualifies the individual to have the skills to complete the required job duties.
- Possess or the ability to obtain a valid Missouri Driver's License.

### SALARY AND BENEFITS

- Compensation commensurate with experience and qualifications.
- A comprehensive benefit package is not offered with this position.

### TO APPLY

Interested candidates should submit a resume and cover letter detailing their qualifications and relevant experience to [hr@westplains.gov](mailto:hr@westplains.gov) or delivered in-person to City Hall.