

**MONONA COUNTY**  
**JOB DESCRIPTION**

**Position: Project Manager**

**Reports to: Assessor**

**Department: Assessor**

**Date: July 2021**

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**GENERAL SUMMARY**

Under the general supervision of the Assessor, the Project Manager is responsible for implementing and completing special projects assigned by the Assessor. This also includes assisting the general public and assisting in daily office duties as the need arises.

**ESSENTIAL JOB DUTIES**

Responsible for overseeing the successful completion of projects and also working in a wide variety of fields such as information technology, GIS, and Cama software. Specific tasks will be assigned by the Assessor or Chief Deputy that could include working alongside City Mayors, School District Superintendents, or any other County entities that request a special project. The Project Manager will be responsible for the creation, organization, execution, and completion of specific projects. This will be a full-time position reporting directly to the County Assessor.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED**

Individual must possess:

Knowledge of standard office practices and procedures.

Knowledge of the principles and procedures of real property, appraisal, assessment, mapping, and tax assessment.

Knowledge regarding location of various information within the Assessor's office and other courthouse offices.

Skill in dealing with the public in a courteous and helpful manner.

Skill in making judgments regarding various projects presented for completion.

Skill in effectively answering questions regarding assessment decisions and laws.

Ability to prepare reports and complete forms, including writing legibly.

Ability to operate standard office equipment. Office equipment includes: telephone, computer, typewriter, photo copier, calculator, and scanner.

Ability to carry heavy boxes of paper weighing up to 30 pounds.

Ability to read legal land descriptions and find locations on aerial maps and plats.

### **ENTRY REQUIREMENTS**

High school diploma or G.E.D. equivalent.

### **WORK ENVIRONMENT**

Work is performed inside. Frequent walking, kneeling, bending, and other movements may be required. Individual works while seated at desk, standing at counter, or leaning over table.

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1. Marginal functions of positions that are incidental to the performance of fundamental job duties have been excluded from our job descriptions.
2. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.