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Mayor Cassandra Gove

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ADMINISTRATIVE ORDER 2024-

September 30, 2024

Pursuant to Section 6-1(a)(2) of the Amesbury Home Rule Charter (the "Charter"), city government is hereby reorganized, upon effect of this order, as follows:

The Office of Community & Economic Development (OCED)

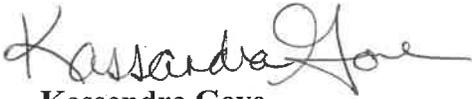
1. The position of Senior Project Manager is hereby created and established upon effect of this order. The position of Senior Project Manager shall report to the OCED Director.

The Senior Project Manager position shall include but not be limited to the following responsibilities:

- Provides project management for various municipal projects, including but not limited to building design, renovation, and construction projects; park development; open space acquisition and renovation, and community preservation projects;
- Engages in meetings with policy makers and stakeholders; presentation of proposed, potential and current projects to the general public, stakeholders and various boards and commissions for approvals and project updates;
- Leads the development and tracks budgets; grant writing and administration; approaching businesses or stakeholders for funding; developing bid packages, Requests for Qualifications and Requests for Proposals for consultants, designers, and contractors; contract management, site inspections and similar construction administration requirements;
- Assists the Director of Community and Economic Development with updates to, implementation of, and monitoring of the City's Master Plan, various strategic plans, and studies;
- Attends Board & Commission meetings (including occasional evening meetings) as assigned;

- Attends regional planning commission meetings (including occasional evening meetings) as assigned.

This Administrative Order shall become effective on the thirtieth day following the day on which notice of the proposed administrative order is filed with the City Council unless otherwise acted upon in accordance with Section 6-1(a)(2) of the Charter.

A handwritten signature in cursive script that reads "Kassandra Gove".

Kassandra Gove

Mayor