

Resource Guide for Multi-Hat Managers

Leading Infrastructure Projects While Managing Other City Responsibilities

Understanding Your Challenge

As a city manager, clerk, or administrator in a small rural community, you handle many different responsibilities. Adding project management for a major infrastructure grant to your existing workload requires smart strategies and efficient systems.

Delegation Strategies

You cannot do everything yourself. **Here is how to delegate effectively:**

- Identify staff members who can take on specific project tasks
- Recruit volunteer community members for appropriate roles
- Hire contractors for specialized technical work
- Partner with your Economic Development District for support

Time-Saving Systems

Set up systems that reduce your administrative burden:

Automated Calendar Reminders

Set up recurring reminders for monthly tasks and quarterly reports. Let technology remember deadlines so you do not have to.

Email Templates

Create templates for regular project updates, status reports, and common questions. This saves time on routine communications.

Shared Document System

Use cloud storage so project team members can access documents without constantly asking you for files.

Managing Competing Priorities

When you have limited time, focus on what matters most:

- Grant compliance tasks always come first
- Quarterly reports cannot be delegated and must be timely
- Budget reviews require your attention monthly
- Routine progress tracking can be delegated