



CLASSIFICATION NO. 999  
Established: 5/94  
FLSA: Exempt  
EEO: 1

## **PROJECT MANAGER (LIMITED DURATION ONLY)**

### **CLASS CHARACTERISTICS**

Under general direction, to plan, organize and coordinate the development, implementation and evaluation of a specialized project or program; and to do other work as required.

### **DISTINGUISHING CHARACTERISTICS**

The Project Manager is responsible for the overall management of specialized projects of a limited duration. Such projects may include capital construction, system development, organizational evaluation and other projects to improve the efficiency and effectiveness of County service to the citizens. The focus of positions in this classification is on initial project development and evaluation rather than ongoing managerial responsibility.

The Project Manager classification is used for contract positions which are limited to a maximum two-year term of appointment. This classification may only be used in consultation with Human Resources. The project management responsibilities of each position are analyzed to determine the appropriate compensation range. Individual salaries are determined when negotiating an employment contract.

### **TYPICAL TASKS**

Duties may include but are not limited to the following:

1. Develops project definition and scope, including management plan for project organization and staffing; confers with consultants, advisory groups and County management to prepare overall project schedule, budget and cost control system; develops and maintains project reporting system.
2. Organizes, facilitates and participates in task forces to identify needs, evaluate services and establish objectives; participates in developing project/program goals, policies and procedures; promotes individual agreement and group consensus on project/program issues; identifies options and evaluates fiscal and operational impact; develops and implements strategies and action plans.
3. Promotes positive public, intergovernmental and medial relations; represents project or program at public, department and commission meetings; develops and coordinates intergovernmental agreements; acts as liaison with federal, state and local governments and regulatory agencies.
4. Identifies financing strategies to fund project/program; coordinates, prepares and submits grant applications and other funding requests; prepares and administers project/program

budget; monitors and controls expenditures for compliance with budgets, grants and other restrictions; forecasts revenues, including user fees, tax collections, development charges, grant monies and general funds.

5. Participates in the preparation, coordination, review and negotiation of contracts for professional, technical, consulting, construction and other services; monitors and coordinates contractor activities for compliance with contract provisions, budgets and schedules; reviews and approves expenditures for compliance with contract terms and County policies.
6. Manages the bid process for materials and services; develops bid specifications for Requests for Proposal and Qualifications; analyzes bids and makes recommendations for contract awards; ensures receipt of bonds, insurance and schedules from contractors.
7. Coordinates long range planning for major capital improvements; coordinates acquisition of project properties; facilitates, monitors and coordinates review and input on facility design; serves as liaison to design team, County staff, board of directors, citizen advisory committees and community groups.
8. Oversees and coordinates construction activities; monitors compliance with construction drawings, schedules and budgeted costs; conducts pre-construction and construction meetings; monitors quality control and inspection processes; administers payment and change orders within County policies; prepares facilities for occupancy.
9. Develops and implements long-range plan for the ongoing management of project/program to be integrated into County operations; establishes organizational structure, staffing, services, equipment and personnel; participates in the negotiation of collective bargaining agreements.
10. May supervise and/or coordinate the work of regular and temporary employees assigned to provide managerial, professional and administrative support to project/program; hires and directs staff to provide quality service to citizens and advisory boards; promotes cooperative team efforts among staff and with other County departments; prepares performance evaluations; implements progressive discipline.

### **REQUIRED KNOWLEDGE AND SKILLS**

Thorough knowledge of: Principles and practices of public administration, including management analysis, organizational design and personnel management; principles and techniques of project management; principles and techniques of contract, budget and grant administration; federal, state and local laws, rules and regulations applicable to assigned project/program area; government financing methods and funding sources; state and local government operating methods and procedures; techniques of negotiation and public relations.

Skill to: Communicate effectively, both orally and in writing; prepare, negotiate and administer contracts and intergovernmental agreements; interpret and apply laws, rules and regulations; ensure completion of assigned project within established budget, time and legal guidelines; formulate and evaluate policies and procedures; develop and justify budget, time and legal guidelines; proposals; administer and control the distribution of funds according to approved budget requests and grant proposals; administer and control the distribution of funds according to approved budget or grant; compile and analyze data and develop recommendations; design,

develop and implement procedures for efficient operations; coordinate and administer capital improvement projects; prepare and deliver oral presentations; plan and direct the work of professional and administrative support staff; establish and maintain effective working relationships with other government agencies, County employees, advisory groups, the media and the public.

### **WORKING CONDITIONS**

May perform occasional duties in the field that require walking, twisting, balancing, and involve exposure to inclement weather, noise, and slippery and/or uneven surfaces.

### **MINIMUM QUALIFICATIONS**

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

**Experience:** A minimum of six (6) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

**Licenses/Certifications:** None Required.

### **PRE-EMPLOYMENT REQUIREMENTS**

Positions within the County's Criminal Justice agencies must successfully pass an extensive background investigation which may include national fingerprint records check; some positions within Non-Criminal Justice agencies must successfully pass a criminal history check which may include national or state fingerprint records check.

All positions within the County's Criminal Justice agencies must pass a pre-employment drug test.

Driving may be necessary for County business. For position(s) with occasional/incidental driving, incumbents must possess a valid driver's license. Accommodation requests for an acceptable alternative method of transportation will be reviewed on an individual basis in compliance with State and Federal legislation. For position(s) with regular driving, incumbent(s) must also possess and maintain an acceptable driving record throughout the course of employment.

Edited: 10/17