PROJECT MANAGER

DISTINGUISHING FEATURES OF THE CLASS: The incumbent is responsible for coordinating and managing small and medium projects. Responsibility includes developing project management plans and documents to coordinate the tasks of the assigned project team. Direct communication with departments and vendors is necessary to ensure project objectives are met. The Project Manager reports directly to the department head or designee. Supervision is not typical of this class.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Develops project management plans and documents to coordinate the tasks of the assigned project team;
- Participates in reviewing project proposals;
- Determines project start and end dates;
- Establishes milestones within the project schedule;
- Interacts with internal and external stakeholders;
- Evaluates project objectives including budget, timeline, and scope of project;
- Develops and implements project management processes and policies;
- Communicates directly with departments and vendors to ensure project objectives are met;
- Identifies and monitors potential impact of project risk;
- Prepares project close processes;
- Does related work as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough training, experience and skills in project management;
- Ability to understand, identify and apply project management tools and techniques to each project phase;
- Ability to organize, direct, and coordinate work activities;
- Ability to handle difficult and important assignments;
- Ability to interact tactfully and effectively with administrative officers and employees;
- Dependability;
- Courtesy;
- Tact;
- Physical condition commensurate with the demands of the position.
MINIMUM QUALIFICATIONS:

A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree (or higher) and two (2) years of full-time, paid project management experience which must have included development of significant project management deliverables; **OR**

B. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree and four (4) years of full-time, paid project management experience which must have included development of significant project management deliverables; **OR**

C. Graduation from high school, or possession of a high school equivalency diploma, and six (6) years of full-time, paid project management experience which must have included development of significant project management deliverables; **OR**

D. An equivalent combination of training and experience as indicated above.

NOTE:

- Graduation from a regionally accredited or New York State registered college or university with a Master’s Degree may be substituted for one year of qualifying experience.

- A valid NYS Driver’s License is required at the time of appointment and for the duration of employment.

- The terms of employment require the use of an employee’s personal vehicle for transportation.

- Position may require ability to work Saturdays, Sundays, and holidays; and able to work shift assignments during the day, evening and nights.