

County of Humboldt Job Specification
PROJECT MANAGER
Classification 0702
FLSA: Exempt



DEFINITION

Under general direction, plans, coordinates, and manages a variety of projects through their entire project life cycle; collaborates with County departments, vendors, and other governmental and private agencies on assigned projects; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned management staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is a journey-level classification responsible for coordination, facilitation, and oversight of assigned projects. Incumbents regularly work on tasks which are varied and complex, requiring discretion and independent judgment. Positions in the classification rely on experience and judgment to assume responsibility for developing and implementing a structured approach to project planning and execution. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to complete projects. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignment of different positions.

- Individually or as a project team lead, designs, develops, and implements projects to accomplish the initiatives, objectives, and goals of their department; manages projects through entire project life cycle including conception and initiation, definition and planning, launch and execution, monitoring and controlling, and close-out.
- Collaborates with the management to prioritize, schedule, and allocate resources to projects.
- Plans, organizes, and defines project requirements, methods, and end objectives in consultation with stakeholders; develops concept documents, impact analyses, stakeholder analyses, internal controls, and process documentation; coordinates project activities with team members, stakeholder departments and personnel, and outside vendors and agencies.
- Participates in the development of requests for proposals (RFP) and qualifications (RFQ) for professional services; facilitates and participate in the evaluation of proposals and makes recommendations around project award; develops and reviews contract terms and amendments; ensures contractor compliance with County and department standards and specifications and time and budget estimates.

- Oversees the work of vendors to ensure satisfactory and timely completion of work and to ensure that work is compliant with contract provisions.
- Stays abreast of new trends and innovations related to assigned projects and department goals and initiatives; researches, recommends, and evaluates vendor solutions; implements improvements.
- Recommends funding opportunities for projects and manages the application and reporting associated with funding opportunities.
- Performs related duties as assigned.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

QUALIFICATIONS

The requirements listed below are representative of the knowledge and ability required.

Knowledge of:

- Principles, practices, and techniques of managing large, multifaceted projects including team leadership, budget administration, expenditure control, and project evaluation.
- Methods and techniques for assessing business needs, issues, and concerns of client departments and stakeholders.
- Methods and techniques for researching and evaluating information technology systems and programs and the most effective courses of action and implementing solutions.
- Project budget development and contract development and administration principles and techniques.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to the areas of assignment including regulatory requirements.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and county staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan and manage projects to accomplish initiatives and objectives.
- Lead information gathering sessions to identify business needs as they relate to assigned projects.
- Effectively lead cross-functional, multidisciplinary project teams.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, rules, and regulations.
- Prepare clear and concise records and reports.

- Develop basic training and other program content and materials.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree from an accredited four-year college or university with major coursework in Public Administration, Business Administration, Project Management, Organizational Development or a related field.

and

three (3) years of responsible work experience in developing and implementing projects or multifaceted workplans designed to accomplish specific goals and objectives, preferably in a field related to the work.

Licenses and Certifications:

- Must possess a valid US driver's license upon date of application. Must obtain California driver's license following hire date per California DMV regulations.
- Possession of current and valid certification as a Project Management Professional (PMP) from the Project Management Institute (PMI) is highly desirable.

PHYSICAL DEMANDS

- Mobility to work in a standard office and use standard office equipment, including a computer, and to operate a motor vehicle to visit various County and meeting sites; primarily a sedentary office classification although standing in and walking between work areas may be required; occasionally bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information; ability to lift, carry, push, and pull materials and objects up to 10 pounds with the use of proper equipment.
- Vision to read printed materials and a computer screen.

- Hearing and speech to communicate in person and over the telephone.
- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment.

ENVIRONMENTAL CONDITIONS

- Office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

ADDITIONAL REQUIREMENTS

- Some departments may require pre-employment screening measures before an offer of employment can be made (i.e. background screening, physical examination, etc.).