



Jurisdictional Class: Competitive
Civil Division: ALL
Adopted by PO: 07/14/2022

PROJECT MANAGER

DISTINGUISHING FEATURES OF THE CLASS:

This position is responsible for the coordination and implementation of capital and other projects with respect to the needs of a County department or departments, such as Highways & Facilities projects. Incumbent serves as the liaison between the department(s), various municipal agencies, contractors, vendors, consultants, etc., and coordinates planning, ordering, installation, and follow-up service cycle. Coordination of project information internally among County departments and divisions involved in each project is also a responsibility of this position. Work is performed under general direction of the County Administrator. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Develops project proposals, cost estimates and budgets, timelines and schedules;
Prepares and obtains bids from outside vendors and estimates project costs;
Coordinates the pre-installation activities including: specifying and bidding equipment, software and services and ordering equipment and software;
Tracks the progress of all items involved in the project, e.g., equipment and software;
Creates project timelines and schedules events such as: hardware delivery and installation, software installation and testing and applications training;
Acts as the liaison between the County and contractors involved in project implementation and assures that all contracted work is completed according to specifications and to the satisfaction of the district;
Coordinates all personnel, vendors, contractors, etc., necessary to complete the project;
Provides detailed status reports and coordinates meetings with appropriate personnel in the County to update on progress of projects and to discuss strategic and tactical concerns in the implementation of projects;
Attends meetings as needed;
Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.;
Performs other duties as assigned.

FULL PERFORMANCE KNOWLEDGE SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of project management;
Ability to establish effective working relationships with personnel and consulting staff;
Ability to communicate effectively both orally and in writing;
Ability to plan and organize;
Ability to manage multiple assignments and priorities;
Ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position;
Ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software;
Initiative, tact, resourcefulness and sound judgement;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- a) Graduation from high school or possession of a high school equivalency diploma; AND EITHER
- b) Possession of Bachelor's Degree in; AND two (2) years of experience involving project management; OR
- c) Possession of an Associate's Degree; AND four (4) years of experience involving project management.

NOTE:

The applicant's Bachelor's Degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.”