

PROJECT RESOURCE MANAGER

Code No: 3-18-356
Competitive

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position responsible for the project management of all resourcing in a department, agency or school district. Duties include the planning and execution of principal projects, supporting the grant office and updating processes and procedures. The employee reports directly to, and works under the general supervision of a higher-level administrator. General supervision is exercised over subordinate staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Manages the planning, execution and completion of major organizational projects within required budget and time frame;

Creates Requests for Purchase and Statements of Work for projects as part of the contract approval process;

Works with others to develop organizational capacity building regarding project management as it relates to resourcing within the agency or school district;

Manages project staff, schedules, budget, organizational change plan, scope changes and test plans;

Reports and documents project progress;

Supports the grants office with organizational timelines and project mapping;

Provides technical guidance and expertise for technological applications;

Creates and provides training to users;

Researches new technologies and recommends new software features to improve productivity;

Analyzes and documents the current and future state of the organization;

Reviews and makes recommendations for updating processes and procedures.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of agency policies, programs, and administrative staff; thorough knowledge of grant application and development; thorough knowledge of project development through project management; ability to define project scope, develop strategic implementation plans and deploy tactical actions; ability to solve technical problems; ability to manage multiple tasks; supervisory ability; organizational ability; ability to communicate effectively both orally and in writing; ability to establish and maintain effective professional relationships; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma plus EITHER:

- (A) Graduation with a Master's degree, plus three (3) years paid full-time or its part-time equivalent professional** experience in either project development or organizational development through project management, OR project, process, or program analysis, two (2) years of which must have been in a supervisory capacity*, OR
- (B) Graduation with a Bachelor's degree, plus five (5) years paid full-time or its part-time equivalent professional** experience in either project development or organizational development through project management, OR project, process, or program analysis, two (2) years of which must have been in a supervisory capacity*, OR

(C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

*Supervisory capacity, for the purposes of these minimum qualifications, involves typical duties such as assigning and reviewing work, evaluating performance, maintaining work standards, motivating and developing subordinate employees, implementing procedural changes, increasing efficiency and dealing with problems of absenteeism, morale and discipline. The supervision aspects must be an integral part of the job, not incidental or occasional.

**Professional experience, for the purposes of these minimum qualifications does not include clerical, secretarial or similar capacity.

NOTE: Your 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

SPECIAL REQUIREMENTS: If you are appointed, you will be required to possess a valid New York State license to operate a motor vehicle or otherwise demonstrate your ability to meet the transportation needs of the position.

Monroe County Civil Service Commission

ADOPTED: December 4, 2014

REVISED: February 5, 2015

REVISED: November 5, 2015

REVISED: August 3, 2023