

## **PROJECT MANAGER**

Code No. 4-10-078  
COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This is a project management position responsible for providing leadership to, and assisting with the implementation of multiple projects in order to ensure efficient and effective operations of a department or agency. Duties involve working on a variety of projects in areas such as office operations and management, community relations, facility and office space improvements, staffing, resource needs, budgeting, purchasing, information technology, financial record management, and providing oversight to contracted staff. Duties also involve providing general administration and handling of personnel operations. General supervision may be exercised over a professional and/or clerical staff. The employee reports directly to, and works under the general supervision of a higher level administrative staff member. 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 a specified time frame;

Defines tasks and required resources;

Creates project schedules and timelines;

Creates reports and implements corrective action;

Performs administrative human resources functions and handles personnel matters, paperwork and position classification requests;

Makes recommendations and justifications for personnel changes;

Serves as liaison to local agencies and municipalities;

Serves as liaison to state, regional and federal oversight agencies and ensures compliance with policies and procedures and federal and state guidelines;

Reviews and makes recommendations for updating processes and procedures;

Researches technologies and recommends new software features to improve productivity;

Supports grant staff with organizational timelines and project mapping;

Creates and presents reports to stakeholders on progress, problems and solutions;

Prepares grant applications, grant reports;

Assists with preparing and monitoring program budgets;

Analyzes program data to address identified new and changing needs of the employer;

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of office terminology, practices and methods; good knowledge of procedures and techniques of program review and analysis; good knowledge of personnel operations; working knowledge of software and personal computer capacity of the functioning department or unit; working knowledge of the principles and practices of purchasing and inventory control; ability to communicate orally and in writing; ability to collect, compile and analyze data; good knowledge of appropriate and effective techniques involved in coordinating, planning, and implementing programs; ability to coordinate projects and activities; ability to establish and maintain effective working relationships; ability to create, write and maintain accurate records and reports; ability to address groups of people; ability to communicate orally and in writing; 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 from a regionally accredited or New York State registered college or university with a Bachelor degree plus two (2) years paid full-time or its part-time equivalent experience in office management, project or program management or coordination, budget preparation or personnel activities such as labor or employee relations, position classification, or staff development and training, one (1) year of which must have been in a supervisory capacity; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree plus four (4) years paid full-time or its part-time equivalent experience as described in (A) above, one (1) year of which must have been in a supervisory capacity; OR,
- (C) Six (6) years paid full-time or its part-time equivalent experience as described in (A) above, one (1) year of which must have been in a supervisory capacity; OR,
- (D) An equivalent combination of education and experience as defined by the limits of (A), (B) and (C) above.

**SPECIAL REQUIREMENTS:** If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

Monroe County Civil Service Commission

**ADOPTED:** May 7, 2020