

Job Class Specification

Title:	Project Manager
Job Code:	585000
Bargaining Unit(s)/Grade:	Non Represented/Gr 10
FLSA Status:	Exempt
Safety Sensitive:	No
Competency Model:	TBD
Career Family:	TBD

Summary

The project manager job class is for positions at the Council that are typically temporary (both short and long term) in nature with project management responsibility for a specific project that has a defined end period. The project manager typically establishes operating procedures and processes within the general project and/or departmental policies and guidelines, develops and administers the project budget and serves as the organization's professional management resource within the project content area. The project manager differs from a "program manager" in that a program is defined as an ongoing operation; and project is defined as having a defined beginning and end period.

Impact on Service/Operations

Positions at this level have responsibility for managing the development of a single focus project of a moderate size or as a portion of a larger multi-faceted complex. This job class differs from other higher level project manager types of job classes by such factors as responsibilities and complexities of assignment and the nature of the project; the budget and fiscal program and personnel activities; the amount of delegated authority; the complexity of the activities defined in terms of variety, scope and sophistication level of activities, degree of supervision exercised, degree of involvement in the management and decision-making; degree of involvement with the management of diverse stakeholder expectations and cross-functional project teams and involvement with other state agencies and private sector businesses or special interest groups.

Essential Responsibilities*

In addition to regular attendance, the following responsibilities are typical of the duties performed by incumbents in this job class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of the position.

The project manager function is characterized by a common set of duties/tasks and applies all of these duties/tasks to meet the project requirements. Additional project-specific responsibilities may be needed and/or required to meet the project goals and objectives:

- Determines appropriate products or services with clients or customers to define project
- Develops, modifies, or provides input to project plans;
- Implements project plans to meet objectives;
- Coordinates and integrates project activities;
- Manages, leads, or administers project resources;
- Monitors project activities and resources to mitigate risk;
- Implements or maintains quality assurance processes;
- Makes improvements, solves problems, or takes corrective action when problems arise;
- Gives presentations or briefings on all aspects of the project;
- Participates in phase, milestone, and final project reviews;
- Identifies project documentation requirements or procedures; and
- Develops and implements product release plan.
- Other duties as assigned.

Supervisory Responsibilities: Directs the work of consultants, vendors, and committees and work groups. Some positions may have supervisory responsibilities including selection, training, professional development and work evaluation for assigned Metropolitan Council personnel as part of the project management responsibilities.

Qualifications

Education	Bachelor’s degree in accounting, business administration, finance, transportation planning or a related area.
Experience	Five years of experience within or related to the project assignment; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job as listed above.
License Requirements	

Knowledge, Skills and Abilities Required:

Technical	Theories, principles and operational practices applicable to the area of assignment; Techniques used to involve community members or outside organizations in development of projects affecting their organization or group. Principles and techniques used in budget management. Project management principles, processes, and techniques. General management principles, processes, and practices. Team management techniques, principles and practices. Communication techniques to bring about agreement between divergent points of view.
Computer	Microsoft Word, Excel, Powerpoint, Project or equivalent software packages
Language	Level 4. Ability to read, analyze and interpret professional journals, technical procedures and government regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively prepare and present information and respond to questions from diverse groups of customers or clients
Math	Level 3. Ability to calculate figures and amounts such as discounts, interest and percentages. Ability to apply concepts of basic algebra and geometry.
Human Relations	Level 2. Requires skill and persuasion in dealing with others, both inside and outside of the department. Interactions with others generally require influencing, instructing and negotiating with individuals to gain their understanding, cooperation and action. Interactions may involve efforts to persuade and negotiate with other representatives or officials outside of the organization, but does not have the authority to act on behalf of the organization in matters where there are legitimate differences of opinion. Promotes an equitable, positive and respectful work environment that values cultural and diversity among all employees.

Work Environment

Majority of work is performed in a standard office setting; however requires attending meetings at various locations and during evening hours.

Physical Requirements

Regularly required to sit for long periods, stand/walk occasionally, speak, hear normal conversation and telephone ring tones, operate a computer and other office equipment, reach with hands/arms frequently below chest height and occasionally overhead, must occasionally lift/carry/push/pull up to 10 pounds, must have adequate close vision for reading and computer work.

* The job responsibilities listed are typical of the positions included in the job classification; however, not all duties are necessarily performed by each specific position.

Revision History
Created: 6/06
Updated: 1/07