

Code: 4462

Title: ADMINISTRATIVE PROJECT MANAGER

SUMMARY: This classification plans, coordinates and administers special projects and assignments in a specialized area of assignment within Pima County. Such areas may include but are not limited to Information Technology, Finance, Procurement, or other areas as determined by the County Administrator or Department Director.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Participates in and facilitates the development and maintenance of department mission and goals;
Coordinates and directs the ongoing internal and external assessment of the functional area and its market;
Develops, implements and administers new programs in area of assignment;
Researches, prepares and presents reports for or to the County Administrator, Department Director or their designees;
Supervises the implementation of project and/or program quality control/quality management;
Evaluates employee performance, makes recommendations on hiring, termination, and related personnel activities and initiates progressive discipline processes as necessary;
Develops project and/or program budgets, projects workload, staffing and supply needs, monitors financial indicators and takes action to ensure area/departmental performance in achieving budget;
Coordinates and performs liaison and communications work for existing programs, departments and functions in their relations with current and potential business clients, including other County departments and personnel;
Conceives, develops and implements project/program development strategies;
Coordinates and facilitates the development and implementation of marketing and business plans;
Coordinates and directs the integration of business development activities with those of other County departments and divisions.

KNOWLEDGE & SKILLS:

Knowledge of:

- theory and practice of business administration;
- principles and practices of marketing and planning;
- analytical techniques;
- community resources for project/program development and implementation;
- principles and practices of financial and personnel management, supervision, budget development and quality management and improvement processes;
- principles and practices of public-sector contracting;
- local, County, State, Federal and accreditation body rules, regulations and standards appropriate to area of responsibility;
- theory, principles and practices of specialized areas appropriate to assigned area of responsibility, e.g., Information Technology, Finance and Procurement.

Skill in:

- planning developing coordinating and directing projects programs and services;
- evaluating and adapting current resources to changing client and consumer needs;
- communicating effectively, both orally and in writing;
- managing, training, motivating and coordinating professional, technical, paraprofessional and clerical/administrative staff;

- planning, administering and managing the activities of assigned area of responsibility;
- developing and implementing policies, programs and procedures to improve operations;
- developing, submitting, monitoring and administering annual budgets;
- analyzing and interpreting data, developing reports and making recommendations to administration, clinical professional staff and outside accrediting bodies.

MINIMUM QUALIFICATIONS:

A Bachelor's degree from an accredited college or university in a field directly related to the area of assignment, as defined by the Department Director at the time of recruitment and five years of professional experience in the area of assignment. [A Master's degree from an accredited college or university in one of the required disciplines may substitute for one year of the aforementioned experience.]

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions may require a valid Arizona Class D Driver's license at the time of appointment or prior to completion of probation.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.