

*Code: 7101*

*Title: PROJECT MANAGER – UNCLASSIFIED*

**SUMMARY:** Manages a variety of complex tasks and activities related to the development and delivery of capital projects. This is appointed, unclassified and exempt from the Pima County Merit System Rules.

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

Develops, clarifies and manages complex capital projects;  
Defines project scope and identifies contract deliverables required to achieve targeted outcomes;  
Manages project aspects to ensure project requirements are achieved in a timely fashion and within budget guidelines;  
Identifies required resources, assembles project team, assigns responsibilities and develops timeframes to facilitate successful completion of project activities and deliverables;  
Assists in contract development for professional services;  
Monitors consultants and contractors to assure that all contracted deliverables are received and performance standards are met;  
Develops project costs and monitors project expenditures to ensure project is completed on-time and within budgetary guidelines;  
Ensures projects maintain compatibility and consistency with existing architectural and enterprise standards;  
Performs cost/benefit analysis of actions and initiatives;  
Escalates unresolved problems and issues to the management level, as necessary, to keep projects on schedule and on budget;  
Assists in the evaluation and redesign, as necessary, to accelerate project completion;  
Possess and maintain a thorough understanding of project goals and contract terms;  
May directly supervise technical and administrative staff.

**KNOWLEDGE & SKILLS:**

Knowledge of:

- principles and practices of contract management;
- principles and practices of project management including phasing and lifecycles;
- construction phasing and techniques;
- financial management including cash flow, expenditure projections and invoice analysis;
- risk assessment and mitigation;
- procurement codes and other administrative policies related to project delivery.

Skill in:

- conflict/issue resolution;
- team development;
- effective communication techniques both verbally and written;
- supervising, training and evaluating support staff;
- developing and administering project budgets;
- planning and organizing tasks related to project delivery.

DESIRED QUALIFICATIONS: The appointing authority will determine the qualifications for this classification at the time of recruitment. Typically, an incumbent in this classification may be expected to:

Public Works: A Bachelor's degree from an accredited college or university in one of the following disciplines: architecture, engineering, landscape architecture, planning and development, construction or other similar or related field as defined by the appointing authority and a minimum of five years of experience working as a project manager on a variety of complex projects. Substitution of additional relevant experience and/or education may be considered. Also expected would be completion of a minimum of 35 hours of project management training under a certified Project Management training program. Highly desirable would be PMP Certification from the Project Management Institute.

Other areas: A Bachelor's degree from an accredited college or university in a discipline relative to the position held as determined by the appointing authority at the time of recruitment and a minimum of five years of experience working as a project manager on a variety of complex projects. Substitution of additional relevant experience and/or education from an accredited college or university may be considered.

OTHER REQUIREMENTS:

Special Notice Items: This is an appointed, unclassified position exempt from the Pima County Merit System Rules.

Training Reimbursement: For employees who voluntarily terminate their employment or otherwise leave this classification: reimbursement for training provided will be required in accordance with Personnel Policy 7-123A.3.

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.