

Code: 7103

Title: PROJECT MANAGER SENIOR – UNCLASSIFIED

SUMMARY: Manages the operational and tactical aspects of multiple, complex, large scale projects. Coordinates contracting and manages contracts of outside resources through the various phases of project delivery, including but not limited to planning, design and construction.

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

Meets project goals as determined via ordinance or owner department;
Achieves budget goals set for projects;
Sets accurate schedule projections on projects and tasks;
Accurately forecasts expenditures and utilization across projects;
Implements process steps and quality assurance procedures in accordance with acceptable project management principles;
Minimizes risk exposure;
Ensures accurate invoicing, and monitors receivables for all projects under their authority;
Integrates financial data for multiple contracts on the project;
Compares financial data for practice to that of other practices and seeks ways to maximize the project budget;
Identifies partnership opportunities across projects and develops relationships with key stakeholders and other parties interested in project outcomes;
Fosters long-term relationships with contractors, community representatives and other professionals associated with projects and capitalizes on equity and partnership opportunities;
Serves as key participant in team and community meetings;
Escalates unresolved problems and issues 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 project managers, technical and administrative staff.

KNOWLEDGE & SKILLS:

Knowledge of:

- management practices related to successful project delivery;
- organization's strategic goals and objectives;
- principles and practices of contract management;
- principles and practices of project management including phasing and lifecycles;
- construction phasing and techniques;
- design guidelines and principles;
- financial management including cash flow, expenditure projections and invoice analysis;
- risk assessment and mitigation;
- procurement codes and administrative policies related to project delivery.

Skill in:

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

DESIRED QUALIFICATIONS: The appointing authority will determine the qualifications at the time of recruitment. Typically, an incumbent in this classification would be expected to have 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 eight 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. Also expected would be completion of a minimum of 50 hours of project management training under a certified Project Management training program. Highly desirable would be Project Management Professional (PMP) Certification from the Project Management Institute.

OTHER REQUIREMENTS:

Licenses and Certifications: Certification as a PMP from the Project Management Institute is required within 24 months of appointment to this position. Failure to achieve PMP certification or maintain PMP certification as a condition of continued employment shall be grounds for termination.

Special Notice Items: This is appointed, unclassified and 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.