

PROJECT MANAGER

DISTINGUISHING FEATURES OF THE CLASS: Work involves coordination activities involved with coordination and implementation of capital and other projects with respect to the needs of a County department or departments, such as Highways & Facilities projects, Purchasing & Central Services projects, etc. Incumbent serves as the liaison between the department(s) and County personnel, various municipal agencies, contractors, vendors, consultants, etc., and coordinates planning, ordering, installation, and follow-up service cycle. Coordination of project information internally among County departments and divisions involved in each project is also a responsibility of this position. Work is performed under general direction of a commissioner, director, or other high level County official. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Coordinates project planning, scheduling and implementation of capital and other projects, both for facilities and road projects;

Acts as a liaison between the Commissioner/Director and all County personnel, municipal agencies and internal and external project managers;

Develops project proposals, cost estimates and budgets, timelines and schedules;

Coordinates project planning, scheduling and implementation;

Maintains budgetary records of all ongoing projects in cooperation with department fiscal managers;

Attends all project-related meetings;

Keeps complete records on each ongoing project organized for easy reference by the Commissioner/Director and other department personnel;

Provides detailed status reports for, and attends meetings with, appropriate personnel to discuss progress of projects, and/or strategic and tactical concerns in the implementation of projects;

Uses computer applications such as spreadsheets, word-processing, calendar, e-mail and database software in performing work assignments;

Performs a variety of related activities as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of County facilities and department functions and responsibilities; good knowledge of fiscal record keeping and accounts related to capital and related projects; good knowledge of record keeping procedures

PROJECT MANAGER (cont'd)

for capital and related projects from conception to completion; working knowledge of municipal boundaries and municipal agencies at the local level; ability to understand oral and written instructions; ability to establish and maintain effective professional relationships with County personnel, municipal agency leaders, project managers and the general public; initiative; tact and courtesy; a high degree of accuracy.

MINIMUM QUALIFICATIONS: Either

- a) Bachelor's degree or higher and two (2) years of experience involving either fiscal, functional or administrative coordination/oversight of construction projects, government program administration dealing with planning, zoning and/or project funding, or planning, scheduling and/or coordinating the activities of multiple work units; or
- b) Associate's degree and four (4) years of experience involving either fiscal, functional or administrative coordination/oversight of construction projects, government program administration dealing with planning, zoning and/or project funding, or planning, scheduling and/or coordinating the activities of multiple work units; or
- c) Graduation from high school or possession of a comparable diploma and six (6) years of experience involving either fiscal, functional or administrative coordination/oversight of construction projects, government program administration dealing with planning, zoning and/or project funding, or planning, scheduling and/or coordinating the activities of multiple work units; or
- d) A combination of training and experience as described in a) and b) above.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.