**Job Title:** Project Manager  
**Job Code:** 60770

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**JOB SUMMARY**

The Project Manager is responsible for the overall direction, coordination, implementation, execution and completion of specific projects ensuring consistency with agency strategy, initiatives and goals.

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**MAJOR DUTIES**

- Creates and executes project scope, goals, milestones and deliverables;
- Identifies resources needed and assigns individual responsibilities;
- Manages day-to-day operational aspects of a project work plan, and revises as appropriate to meet changing needs and requirements;
- Facilitates team and client meetings and holds regular status meetings with project team;
- Coordinates data collection and generates reports using Microsoft Word, Excel and PowerPoint;
- Assists with regional accreditation, including organizing and reviewing data input;
- Develops and delivers progress reports, proposals, requirements documentation, and presentations;
- Completes necessary tasks and assignments associated with developing, drafting, revising, explaining and implementing policies and procedures;
- Completes tasks and assignments associated with developing, drafting, revising, explaining and implementing documents, plans, manuals and handbooks;
- Maintains good rapport within the organization, with private sector representatives and the general public by being courteous, cooperative and conscientious;
- Serves on committees as needed;
- Participates in required staff development activities.

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**COMPETENCIES**

- Skill in the operation of computers and job related software applications
- Skill in planning and organizing projects
- Oral and written communication skills
- Skill in interpersonal relation and in dealing with the public
- Decision making and problem solving skills
- Working knowledge of project management techniques and tools
- Ability to prepare project status reports of milestones, tasks and resources
- Ability to gather and present data in appropriate formats

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**MINIMUM QUALIFICATIONS**

Baccalaureate Degree *and* Two (2) years of related work experience
**PREFERRED QUALIFICATIONS**

Preferred qualifications may vary from location to location.