



# Project Manager III

Salary Group: B24

Class Code: 1560

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
PROJECT MANAGER I	1558	B20	\$45,158 - \$73,788
PROJECT MANAGER II	1559	B22	\$51,614 - \$84,479
<b>PROJECT MANAGER III</b>	<b>1560</b>	<b>B24</b>	<b>\$59,004 - \$96,720</b>
PROJECT MANAGER IV	1561	B26	\$69,415 - \$117,397
PROJECT MANAGER V	1562	B28	\$83,991 - \$142,052

## GENERAL DESCRIPTION

Performs complex (journey-level) project management work. Work involves coordinating the planning and initiation of projects at various levels of completion; monitoring the progress and schedule of projects; and communicating with project stakeholders, management, and other relevant parties. May assign duties and responsibilities and coordinate the work of project staff. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

## DISTINGUISHING CHARACTERISTICS

The Project Manager job classification series is intended for employees that are responsible for the successful initiation, daily oversight, and delivery of projects. Typically, employees at the senior levels routinely work on projects that are highly complex, which may include projects that have large budgets, a large and complex scope, long-range time frames, sizeable staff, and a high level of impact. Those projects also require highly specialized skills, and/or are projects that are multi-agency or enterprise-wide. Project managers are typically responsible for leading the project lifecycle from project initiation through completion. Employees who work on well-defined projects with small budgets and a short time frame are often classified in the staff-level job classifications.

## EXAMPLES OF WORK PERFORMED

Manages, develops, oversees, and evaluates projects using accepted project management methodologies.

Initiates projects, obtains authorization and commitment, and demonstrates business need and project feasibility.

Develops project budgets, schedules, work plans, resources requirements, and cost estimates and projections.

Reviews and recommends proposals and bids to management.

Monitors and manages project quality and cost to ensure that project deliverables are acceptable, fulfill the terms of the project contract or specifications, and are completed within budget.

Identifies potential project risks and difficulties and designs strategies to mitigate or avoid them.

Communicates project methodology and processes to interested groups and team members.

Compiles and distributes project information, project status reports, and project budget expenditures.

Coordinates project activities with other state agencies, governmental jurisdictions, or private sector partners and contractors.

Plans and manages efficient project meetings.

Assists with developing criteria for evaluating programs, proposals, and other pertinent information related to project assignments.

May assign duties and responsibilities and coordinate the work of project staff.

Performs related work as assigned.

## **GENERAL QUALIFICATION GUIDELINES**

### **EXPERIENCE AND EDUCATION**

Experience in project management in relevant areas of project assignment. Graduation from an accredited four-year college or university with major course work in a field relevant to the assignment is generally preferred. Experience and education may be substituted for one another.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of project management theories and practices applicable to projects that are complex in scope; of systems and procedures used to evaluate a third-party vendor's performance; and of local, state, and federal laws and regulations relevant to the administration of the project undertaken.

Skill in project management monitoring, in addressing changes in scope or timing, and in the use of a computer and applicable software.

Ability to manage project activities, to establish project goals and objectives, to exercise sound judgment in making critical decisions, to analyze complex information and develop plans to address identified issues, to demonstrate negotiation and facilitation skills, to identify project risks and gaps, to prepare reports, to communicate effectively, and to assign duties and responsibilities and coordinate the work of project staff.

### **REGISTRATION, CERTIFICATION, OR LICENSURE**

May require certification as a Project Management Professional (PMP).