

PROJECT MANAGER III

DEFINITION

Under general direction, plans, coordinates, and manages projects of varying levels of complexity, size and impact, to ensure adherence to timelines, budgets and contract administration; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

The Project Manager I/II/III is responsible for the management of projects within their assigned department, which includes, but is not limited to: project scoping and budget development; project planning and scheduling; obtaining contractors; coordinating the work of multiple contractors; and monitoring work progress to ensure adherence to work specifications, timelines, and budgets.

The Project Manager I is the entry-level position in the series. Initially, incumbents at this level perform work under direction, and are responsible for managing multiple concurrent projects that are typically less complex, and smaller in size, scope, budget, and/or impact.

The Project Manager II is the full journey level position in the series. Incumbents at this level are responsible for managing multiple concurrent projects that are typically shorter in term, compared to those managed by the Project Manager III, and medium to large in size, scope, budget, and/or impact.

The Project Manager III is the advanced level position in the series. Incumbents at this level are responsible for managing multiple, concurrent projects that are typically longer in term, and greater in complexity, size, scope, budget, and/or impact. Generally, incumbents in this classification exercise greater authority over assignments, and perform independently under broad policy guidance, than lower-level classifications. Incumbents of this position may also supervise and/or act as lead and provide technical or project management oversight, coordination, and assignment of work to other staff.

The Project Manager series is distinguished from the Management Analyst series in that the former's analytical duties are limited to planning and monitoring work within highly technical projects requiring the application of project management principles and practices

EXAMPLES OF DUTIES

Nothing in this specification restricts management's right to assign or reassign duties and responsibilities to this job at any time.

1. Coordinates with department representatives to define project needs and develop project scope and work plans for projects that typically less complex and are smaller in size, scope, budget, and impact
2. Works with architects, engineers, contractors, and/or other professional consultants as required to evaluate, define, and/or design work solutions and project specifications
3. Obtains contractors by researching vendors and requesting and evaluating bids and proposals
4. Coordinates schedules with facility occupants, contractors, material vendors, and/or others as related to the assigned project area
5. Coordinates multiple concurrent project activities with contractors, vendors, consultants, and/or governmental agencies
6. Inspects project work for compliance with work specifications and contracts, processes change orders, and conducts pre-final inspections

7. Analyzes issues or problems related to planning, implementing, or completing project work and develops and implements solutions
8. Confers with management and provides technical advice on the potential impacts of projects such as those related to staffing, budgets, organization and workflow, and contract or regulatory compliance
9. Establishes and maintains contacts with internal and external stakeholders, agencies, boards, committees, and commissions to provide information, garner acceptance and support for projects, and ensure projects meet customer needs

Project Manager II Performs the duties above and the following:

10. Coordinates with department representatives to define project needs and develop project scope and work plans for multiple concurrent projects that are typically moderate in complexity, and medium to large in size, scope, budget and/or impact

Project Manager III Performs the duties above and the following:

11. Coordinates with department representatives to define project needs and develop project scope and work plans for multiple concurrent projects which are typically longer in term and/or greater in complexity, and larger in size, scope, budget and/or impact
12. May supervise and/or act as lead and provide technical or project management oversight, coordination, and assignment of work to other staff

QUALIFICATIONS

A combination of experience, education, and/or training which substantially demonstrates the following knowledge, skills and abilities:

Knowledge and Skills:

1. Principles and practices of project management, including planning, scheduling, organizing, and coordinating
2. Principles and practices of the assigned project area and related fields
3. Public administration, including the principles and practices of governmental budgeting and the organization and functions of County government
4. Applicable federal, state, and local laws related to the assigned project area
5. Safe working practices, codes, and regulations as applicable to the assigned project area
6. Research methods, including data collection and analysis
7. Contract negotiation tactics and strategies

Project Manager I: Some knowledge of the above is required upon appointment and incumbents gain a working knowledge through training and experience

Project Manager II: Working knowledge of the above is required upon appointment

Project Manager III: Thorough knowledge of the above is required upon appointment in addition to:

1. Principles and practices of supervision

Skill and Ability to:

Project Manager I/II

1. Develop and administer a project budget, and analyze expenditures related to the assigned project area
2. Research, collect, analyze, and evaluate complex data to make sound judgments, logical decisions, and defensible recommendations
3. Interpret and apply codes, regulations, laws, policies, procedures, and guidelines
4. Communicate effectively in writing in order to prepare clear and concise reports, correspondence, and technical memoranda
5. Provide excellent and courteous customer service and establish and maintain effective working relationships
6. Manage multiple concurrent project activities that often have competing timelines and deadlines
7. Utilize personal computers and software such as Microsoft Excel and Word, and Project Management software
8. Maintain cooperative relationships with co-workers and others contacted through the course of work; respond in a positive manner to supervision and attend and perform duties on a regular and consistent basis

Project Manager III Exhibits the skills and abilities above in addition to the following:

1. Determine project needs; schedule and organize work
2. Provide direction, monitor, train, coach, and assign work to lower-level staff
3. Supervise and/or lead professional, support and technical staff

REQUIRED CONDITIONS OF EMPLOYMENT

As a condition of employment, the incumbent will be required to:

1. Be available to work irregular hours as necessary for emergencies and other critical issues/situations
2. Possess a valid California Class C Driver License at the time of appointment, and possess and maintain a satisfactory driving record or the ability to provide suitable transportation that is approved by the appointing authority
3. Be willing to travel within and outside the County of Monterey
4. Be willing and have the ability to be exposed to adverse conditions such as inclement weather, wind, dust, loud noise, heat, chemicals, gases, equipment, and machinery to visit work sites as necessary

EXAMPLES OF EXPERIENCE/EDUCATION/TRAINING

Any combination of training, education and/or experience which provides the knowledge, skills and abilities and required conditions of employment listed above is qualifying. An example of a way these requirements might be acquired is:

Project Manager I

Education:

Bachelor's degree in Architecture, Civil or Structural Engineering, Construction Administration, Business Administration, Public Administration, or a related field

OR

Experience:

Four (4) years of administrative experience which include significant work experience in project management

Project Manager II

Education:

Bachelor's degree in Architecture, Civil or Structural Engineering, Construction Administration, Business Administration, Public Administration, or arelated field

OR

Experience:

Four (4) years of administrative experience which include significant work experience in project management

Project Manager III

Education:

Bachelor's degree in Architecture, Civil or Structural Engineering, Construction Administration, Business Administration, Public Administration, or a related field

AND

Experience:

Four (4) years of increasingly responsible administrative experience which includesignificant work experience in project management

CLASS HISTORY

Class Code:	14A10; 14A11;14A12
Established Date:	March 2015
Revised Date:	November 2021
Former Title:	(New)

CLASS DATA

Job Group:	03
EEO Category:	P
Work Comp. Code:	8810
Bargaining/Employee Unit:	X
FLSA:	E

Prepared by: Channelle Ceralde, Senior Personnel Analyst

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Human Resources Director

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Date