



PROJECT MANAGER 1

0854

GENERAL DESCRIPTION OF CLASS

The PROJECT MANAGER 1 coordinates the planning and administration of a group of discrete projects at different stages of completion. Employees lead project teams that complete projects of limited scope and affect to agency operations. An agency program or executive manager typically sponsors projects at this level.

DISTINGUISHING FEATURES

This class is the first in a series of three classes, and the professional - entry level. Employees coordinate multiple projects or parts of large projects with limited size, scope and complexity. Projects are initiated by agency management or a higher-level project manager, and assigned to this class to plan, execute and close.

The Project Manager 1 is distinguished from the Project Manager 2 by the absence of managing highly visible complex projects of significant cost.

DUTIES AND RESPONSIBILITIES

The duties listed are characteristic of the type and level of work associated with this class. Individual positions may do all or some combination of the duties listed as well as other related duties.

1. Project Planning

Review project to identify project scope, required training and resources. Develop project plan in consultation with stakeholders. Identify project objectives and deliverables. Select and use project management tools and techniques to accomplish the project goals and objectives. Identify project team and assign work tasks. Develop work breakdown structure, network diagram, project schedule, and cost estimates. Recommend project budget and spending plan. Identify potential risks and difficulties, and design strategies to mitigate or avoid them. Collaborate with stakeholders and follow contracting guidelines to develop contractor statement of work; obtain bids from contractors.

2. Project Coordination

Manage project steps to cause participation of project team members and other stakeholders. Monitor and track project budget, schedule and performance. Verify that required procedural steps are completed on time. Inform interested groups and individuals of progress. Coordinate project activities with internal units. Administer project contracts; monitor and evaluate contractor performance. Recommend changes to project plan in response to unforeseen changes or unexpected results. Obtain approvals to proposed changes in project scope, quality, budget, or schedule. Verify quality of project deliverables. Review project records and prepare project archive documentation.

3. Project Communication

Compile and distribute project information. Meet with interested groups to give updates on project details, goals and processes. Explain project methodology and processes to team members and coordinate training. Schedule and lead meetings or hearings to gather input, explain project issues, meet procedural requirements, or gain cooperation.

RELATIONSHIPS WITH OTHERS

The Project Manager 1 has frequent contact with current and potential project stakeholders to gather or exchange information in-person, by telephone or electronic mail. Employees regularly contact internal staff and coordinate with other work units to discuss project progress, assign and monitor work, resolve issues, gain commitment and collaboration, and achieve project objectives. Employees occasionally contact the public, special interest groups, local communities, and private businesses to explain governing regulations and agency policies related to project activities. They frequently contact project stakeholders to gain agreement on project requirements.

SUPERVISION RECEIVED

The Project Manager 1 works under the general supervision of a manager, supervisor, or higher-level project manager. Employees in this class consult with a supervisor to obtain clarification of expected results, approval of project plans and changes; report on progress toward completion of assignments; confirm interpretation of regulations, standards, and policies; or to seek guidance in complicated or unclearly defined areas. Work is informally reviewed at project milestones and formally reviewed at the end of each project and in conjunction with personal performance planning. Employees use State statutes, rules, regulations, and project standards and interpretations to gain compliance with laws and standards.

KNOWLEDGE AND SKILLS (KS)**Basic knowledge of:**

Operating practices and procedures typical of large or diverse organizations.
Project management principles, processes, and techniques.
General management principles, practices, and procedures.
Team management principles and techniques.
Group processes, behavior and communication principles.
Communication techniques to bring about agreement between divergent points of view.
Principles and techniques used in budget management.
Methods, techniques, and procedures involved in contract administration and procurement.

Skill to:

Apply project management principles, techniques and standards.
Identify the scope of an assigned project and decide the actions needed to meet requirements and deadlines.
Use a computer to manage project details and timelines, and produce documents and reports.
Gather, consolidate and analyze facts in relation to administrative requirements.
Present ideas verbally in direct and understandable language.
Communicate effectively with technical and non-technical team members.
Write clear, concise and understandable narrative reports.
Apply general rules, regulations and policies to specific work situations.
Coordinate the efforts of diverse interests.
Coordinate project activities and the work of project team members.
Communicate orally and in writing with people of differing socioeconomic backgrounds.
Make effective presentations to various audiences.
Establish and maintain harmonious working relationships.

NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. Some duties performed by positions in this class may require different KS's. No attempt is made to describe every KS required for **all** positions in this class. Additional KS requirements will be explained on the recruiting announcement.

Adopted 10/03

Revised

STATE OF OREGON
 Dept. of Administrative Services
 Human Resource Services Division