



**Job Title: Project Manager**

## **CLASSIFICATION DESCRIPTION**

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**Department: Varied**  
**Pay Grade: 110**  
**FLSA Status: Exempt**  
**Remote Work Eligible: Yes**

### **JOB SUMMARY**

This position manages projects, grants, and/or programs depending on nature of assigned area and acts as a resource to project/initiative owners throughout the College. Responsibilities include: working with project/initiative owners in developing and tracking project timelines; scheduling; staffing; developing and reporting key metrics; coordinating with other areas within the College on needs, training, and communication; developing internal and external relationships and partnerships; developing project/initiative plans and providing project/initiative status updates and evaluations; planning, conducting, and analyzing research/information; and may be responsible for developing and monitoring a budget.

### **DISTINGUISHING CHARACTERISTICS**

Eligible to work remotely.

### **ESSENTIAL JOB FUNCTIONS**

- Develops and monitors comprehensive project/initiative work plans; manages project scope, schedule and key metrics; allocates resources; troubleshoots project plans and implements solutions; evaluates project/initiative performance; and mitigates risks.
- May plan, coordinate and monitor grant-funded program activities depending on assigned areas.
- May provide support for programming, fundraising, Board relations, community relations and/or marketing depending on assigned area.
- Collects, prepares, reviews, interprets, and analyzes a variety of research, information, data, and reports to recommend modifications based on trends, technology, and needs assessment.
- Develops project/initiative management methodologies and other applicable project/initiative management tools to enhance project/initiative management practices and increase the ability of project leads to complete projects on-time, within budget, and within agreed upon scope.
- Develops and maintains internal and external relationships; participates in/on a variety of meetings, committees, task forces, and/or other related groups to communicate information regarding services, programs, areas of opportunity, and/or other information.

- May monitor and track budget such as: maintaining balances; approving expenditures and disbursements; ensuring expenditures are allowed and necessary per guidelines; researching discrepancies; and preparing related financial reports.
- Interprets applicable federal, state, and local government laws and regulations.
- Prepares, reviews, and/or submits a variety of invoices, reports, work papers, contracts, communications, schedules, and/or statements to and from internal departments and partners, students and/or other applicable organizations.
- Tracks and monitors projects/initiatives as compared to schedules.
- May process purchase orders, negotiate contract terms, meet with vendors/contractors, and/or manage leases if applicable.
- Represents the Department and program/project in meetings and on committees or other related groups; interfaces with community members and partners regarding project/initiative goals, deliverables, and compliance; and creates and distributes project/program information to internal and external partners and community.
- Monitors compliance with project/initiative guidelines and requirements by investigating and resolving problematic issues with users such as students and internal and external program partners; ensures overall program compliance with federal grant and/or College requirements.
- May supervise staff, including: prioritizing and assigning work; scheduling; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.
- Facilitates the success of related events.
- May also perform a wide variety of administrative functions.
- Performs other duties as assigned.

### **MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS**

Bachelor's degree; three (3) years of progressively responsible related work experience in area assigned; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

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

#### Knowledge of:

- Project management principles, practices, and tools;
- Project development, scheduling, monitoring, and control systems;
- Applicable federal, state, and local laws, rules, codes, guidelines, and regulations;
- Research methods;
- Policy and procedure development practices;
- Basic budgeting principles; and
- Computers and related software applications.

#### Skills in:

- Managing projects;
- Analyzing;
- Reading design plans, construction plans, flow charts, and/or blueprints depending on nature of assigned area;
- Managing project budgets;
- Solving practical problems;
- Dealing with a variety of concrete variables in situations where only limited standardization exists;
- Using a computer and related software applications; and

- Communication, interpersonal skills as applied to interaction with assigned employees, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Ability to:

- Exercise discretion and good judgment;
- Work on multiple projects simultaneously;
- Interpret and apply applicable laws, rules, codes, guidelines, and regulations; and
- Interpreting project specifications.

**CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS**

N/A.

**PHYSICAL DEMANDS**

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

<b>Physical Activities</b>		<b>Physical Activities</b>	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.		Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.		Reaching – extending hands or arms in any direction.	
Crawling – moving about on hands, knees, or hands, feet.		Repetitive Motion – substantial movements of wrists, hands, fingers.	<u>X</u>
Crouching – bending body forward by bending leg, spine.		Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	<u>X</u>
Feeling – perceiving attributes of objects by touch with skin, fingertips.		Standing – for sustained periods of time.	
Fingering – picking, pinching, typing, working with fingers rather than hand.	<u>X</u>	Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	
Grasping – applying pressure to object with fingers, palm.	<u>X</u>	Talking 1 – expressing ideas by spoken word.	
Handling – picking, holding, or working with whole hand.		Talking 2 – shouting to be heard above ambient noise.	
Hearing 1 – perceiving sounds at normal speaking levels, receive information.	<u>X</u>	Visual Acuity 1 – prepare, analyze data, transcribing, computer terminal, extensive reading.	<u>X</u>
Hearing 2 – receive detailed information, make discrimination in sound.	<u>X</u>	Visual Acuity 2 – color, depth perception, field of vision.	
Kneeling – bending legs at knee to come to rest at knees.		Visual Acuity 3 – determine accuracy, neatness, observe facilities/structures.	
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.		Visual Acuity 4 – operate motor vehicles/heavy equipment.	

Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	<u>X</u>	Visual Acuity 5 – close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	
Pulling – use upper extremities to exert force, haul or tug.		Walking – on foot to accomplish tasks, long distances, or site to site.	

## **TYPE OF WORK**

Work performed is primarily:

- Sedentary work*: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Light work*: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
- Medium work*: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Heavy work*: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Very heavy work*: Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects

## **WORK ENVIRONMENT**

May be required to work hours other than the regular schedule including nights and weekends.

Work is performed in a safe and secure work environment that may periodically have unpredicted requirements or demands.

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in a job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in a job description.*

***St. Petersburg College has the right to revise a classification or job description at any time. This description does not represent in any way a contract of employment.***