



Job Title: Project Activities Specialist

CLASSIFICATION DESCRIPTION

Department: Project Management

Pay Grade: 107

FLSA Status: Non-exempt

Remote Work Eligible: No

JOB SUMMARY

This position is responsible for managing and organizing projects and the related tasks for the College. Duties include: analyzing and coordinating the schedule, timeline, procurement, staffing, and budget of a product or service on a per project basis. May serve as a point of contact for the client or customer.

DISTINGUISHING CHARACTERISTICS

N/A.

ESSENTIAL JOB FUNCTIONS

- Assign duties or responsibilities to project personnel.
- Communicate with key stakeholders to determine project requirements and objectives.
- Confer with project personnel to identify and resolve problems.
- Develop or update project plans including information such as objectives, technologies, schedules, funding, and staffing.
- Monitor costs incurred by project staff to identify budget issues.
- Monitor project milestones and deliverables.
- Plan, schedule, or coordinate project activities to meet deadlines.
- Prepare and submit budget estimates, progress reports, or cost tracking reports.
- Report project status, such as budget, resources, technical issues, or customer satisfaction, to managers.
- Schedule or facilitate project meetings.
- Performs other duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

Bachelor's Degree and two (2) years of experience in project management; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

KNOWLEDGE, SKILLS AND ABILITIES

Prepared: February 2024

Knowledge of:

- Customer service principles;
- Business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources; and
- administrative and office procedures and systems

Skills in:

- Verbal and written communication; and
- Technical skills related to applications for email, messaging, calls, presentations, and electronic documentation.

Ability to:

- Pay attention to details; and
- Prioritize work from a varied project load.

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)

| Physical Activities | | Physical Activities | |
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| 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. | |
| 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. | <u>X</u> |
| Fingering – picking, pinching, typing, working with fingers rather than hand. | | Stooping – bending body downward, forward at waist, with full motion of lower extremities and back. | |
| Grasping – applying pressure to object with fingers, palm. | | Talking 1 – expressing ideas by spoken word. | <u>X</u> |
| Handling – picking, holding, or working with whole hand. | <u>X</u> | 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. | |

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|--|----------|--|----------|
| 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. | <u>X</u> |

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, weekends, and holidays.

This position requires regular and reliable attendance and the employee's physical presence at the workplace.

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.