

PROJECT MANAGER

KIND OF WORK

Management work directing multi-faceted/multi-program project.

NATURE AND PURPOSE

Under general direction, an employee in this class manages development, implementation, or support activities within a large scale, multi-faceted/multi-program project. Projects may be multi-agency/cross agency in scope or within the purview of a single agency, but, if so, must be large scale and multi-program. Performs related work as required.

This class is distinguished from the Project Functional Manager class by the size and scope of the project managed and because it envisions the project's concept (governing ideas) and defines its strategic goals.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Manages the contractor and state development staff to ensure the project produces required outcomes using mathematical modeling, estimating, Gantt Charts, PERT diagrams, planning summary worksheets, milestone charts, performance evaluation.

Ensures that development activities are on schedule and within budget to ensure timely completion and cost effectiveness using total quality management.

Ensures sponsoring and line agency stakeholders are involved in the development process to keep lines of communication open and to control expectations using focus groups, ideation, brainstorming, work planning, meetings, written communications and updates.

Delivers well-tested and well-documented outcomes to ensure timely completion of project by application of continuous quality methodologies and sound project management techniques.

Directs the overall management of the project to ensure completion and appropriate outcomes by active participation as a member of the senior management team including effective communications techniques, negotiating, problem resolution.

Provides status reports for the legislative, steering committee, sponsoring agency and line agency audiences to ensure communications and control of expectations by preparing reports, speaking to individuals and groups and through other communications vehicles, project evaluation forms, information integration, budget control charts, project control charts.

Sets the direction and objectives to successfully implement project outcomes by planning, delegating, using project control charts, continuous quality improvement, monitoring performance, conducting interim progress reviews.

Supports agencies in change management to ensure successful implementation by effective communications, listening, negotiating.

Coordinates agency implementation plans to ensure successful implementation by setting timeframes, developing documentation, providing communications opportunities.

Manages the functions necessary to support the operational needs of the project to ensure successful development and implementation by anticipating, negotiating, assigning responsibility, costing components, using planning worksheets and project control charts.

Manages production control of outcomes to ensure move to conversion and implementation using planning worksheets and project control charts.

Coordinates development of production control and quality functions to ensure effective implementation and quality outcomes using project control charts, identifying acceptable outcomes, implementing quality principles.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Technical knowledge of the project's subject matter sufficient to envision the project's concept and define its strategic goals.

Skill in:

Demonstrated skill in applying the principals of organization, management and administration (decision making, organizing, directing, coordination, assessing, facilitating, negotiating, mediating, delegating, budgeting, managing time and human resources, public speaking and relating to the public).

Strong planning skills and experience.

Problem identification and resolution skills.

Human relations skills to establish rapport, motivate employees, and create a mood of cooperation for effective problem solving and development of cost effective approached.

Ability to:

Strong analytical abilities.

Anticipate and critically analyze a broad range of complex problems and issues, comfort with handling numerous projects with an ability to organize prioritize and delegate.

Determine the need for, acquire, negotiate the use of, and allocate resources within a finite area of the project and across the project.

LEGAL OR LICENSURE REQUIREMENTS (These must be met by all employees prior to appointment to the class.)

Employees in this class are appointed to the unclassified service under the authority of M.S. 43A.08 (Subd. 2a) "Temporary unclassified positions. The Commissioner, upon request of an appointing authority, may authorize the temporary designation of a position in the unclassified service. The commissioner may make this authorization only for professional, managerial or supervisory positions which are fully anticipated to be of a limited duration."

Furthermore, this class is only intended to staff projects of limited duration. Projects have defined starting and ending dates, clearly specified objectives which define the scope of the work to be performed and frequently have a temporary organization that will be dismantled once the project is completed.

Est.: 2/93
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T.C.:
Former Title(s):