

## JOB DESCRIPTION

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| JOB CODES<br>2NA139<br>2NA242<br>2NA444<br>2NA646 | POSITION TITLE<br>PROJECT MANAGER FAMILY<br><hr/> APPROPRIATE DEPARTMENTS<br>Various | DATE<br>May 1995<br><hr/> SUPERSEDES<br>Pg 1 of 2 |
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**POSITION SUMMARY:**

Achieve specific project objectives on schedule within the funding and workforce resources allocated to the project.

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

Plans, directs, and controls all activities required to attain project objectives within established policies and practices and applicable customer requirements.

Accomplishes objectives by analyzing problem areas, designing planned and coordinated solutions, implementing systems and procedure changes and conducting followup on a regular basis.

Measures and assesses cost and work progress against plans and schedules, identifies potential problems and implements corrective action as required.

Monitors and tracks the effectiveness of internal and external corrective actions.

Interprets and analyzes diversified financial and technical performance data assuring an adequate exchange of vital information such as status, policy/program changes, program risks, and cost/schedule information by working with cognizant functional groups and implementing corrective action as necessary.

Communicates related project information on cost, schedule, and performance issues and current or potential problems through the use of various oral and written media.

**POSITION REQUIREMENTS**

PROJECT MANAGER

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Incumbents in this classification have a complete understanding and application of project management principles, concepts, and practices and are responsible for projects of minor complexity and technical content involving few components and minimal customer contact. Typically reports to a Level 5 Manager. Requires a bachelors degree or equivalent plus seven years of related experience.

This description portrays in general terms the type and Level(s) of work being performed and is not intended to be all-inclusive, nor to be a listing of any one incumbent. It is understood that incumbents in higher classifications may be required to provide orientation, guidance, and work direction to incumbents in lower classifications.