

# PROJECTS MANAGER

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**Department:**

**Reports To:**

**Division:**

**Location:**

**FLSA Status:** Non-Exempt

**Classification:** Full-Time/Civil Service

**Approved By:**

**Date of Approval:**

**Pay Grade Level:** 9

**Date of Last Revision:** May 16, 2012

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## JOB SUMMARY

Plans, directs, and coordinates activities of designated project to ensure that goals or objectives of project are accomplished within prescribed time frame and funding parameters by performing the following duties personally or through subordinate supervisors.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential duties and responsibilities include the following:

- Reviews project proposal or plan to determine time frame, funding limitations, procedures for accomplishing project, contract or in-house staffing requirements, and allotment of available resources to various phases of project
- Establishes work plan and contract or in-house staffing for each phase of project, and arranges for recruitment or assignment of project personnel
- Confers with project staff to outline work plan and to assign duties, responsibilities, and scope of project
- Directs and coordinates activities of project personnel to ensure project progresses on schedule and within prescribed budget
- Prepares, reviews and modifies schedules or plans as required
- Prepares project reports for management, client, or others
- Confers with project personnel to provide technical advice and to resolve problems
- Coordinates project activities with activities of government regulatory or other governmental agencies
- Forecasts short-range and long-range budgetary requirements and obligations, as a basis for maintaining adequate funds needed to provide services in accordance with the directives of the Administrator

- Assists in the preparation of the annual capital improvements budget within assigned areas
- Assures that assigned areas of responsibility are performed within budget limitations and in accordance with cost control policies and procedures; ensures effective and efficient use of budgeted funds, personnel, materials, facilities, equipment and staff time
- Assists in the selection of outside consultants in the review of qualification statements and analysis of cost proposals to provide professional services in the design and construction management of capital projects
- Represents the Parish in its associations with outside agencies within assigned areas of responsibility
- Authorizes departmental expenditures

Other duties may be assigned.

### **ADDITIONAL RESPONSIBILITIES**

- Responsible for the establishment and maintenance of all departmental records and reports within assigned areas of responsibility
- All parish government employees in a declared emergency shall be considered essential personnel

### **SUPERVISORY RESPONSIBILITIES**

May perform supervisory responsibilities as assigned.

### **COMPETENCIES**

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical - Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations.

Project Management - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.

Technical Skills - Pursues training and development opportunities; Shares expertise with others.

Oral Communication - Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Managing People - Includes staff in planning, decision-making, facilitating and process improvement; Makes self available to staff; Provides regular performance feedback; Improves processes, products and services.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Innovation - Develops innovative approaches and ideas.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. Jobholders must be legally able to work in the United States.

**Education and Experience.** Bachelor's degree from college or university and two (2) years of experience; or Associate's degree from college or university and four (4) years of experience; or High School Diploma or GED and six (6) years of experience; or equivalent combination of education and experience in the technical and programmatic aspects of governmental management and planning. Substantial knowledge of local government responsibilities and programs associated with proper public management required.

**Language Skills.** Ability to read, analyze, and interpret general business and governmental periodicals and regulations, professional journals, and technical procedures. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, elected officials, and the general public in both formal and informal settings. Ability to respond to common inquiries or complaints from citizens, regulatory agencies, business and industry, and elected officials.

**Mathematical Skills.** Ability to work with mathematical concepts such as probability and statistical inference. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages and area.

**Reasoning Ability.** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**Certificates, Licenses, Registrations.** Must possess a valid Driver's License and must obtain a valid Louisiana Driver's License within 30 days of employment.

## **OTHER SKILLS AND ABILITIES**

- Must have good knowledge of the methods, practices, and procedures in proper personnel administration; must possess basic abilities in the operation of personal computers, typewriters, calculators, copy machines, and fax machines; basic knowledge

of computer word processing software, business English, spelling, punctuation, and basic methods and techniques in record keeping and filing systems.

- Ability to plan, evaluate, and prioritize work assignments to ensure accurate and timely implementation and completion.
- Ability to deal courteously and effectively with the public, governmental officials, and other employees of the Lafourche Parish Government.

## **PHYSICAL DEMANDS**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit and talk and hear. The employee is frequently required to use hands to finger, handle, feel, or operate objects, tools, or controls and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outdoor weather conditions, wet or humid conditions, moving mechanical equipment and parts, fumes or airborne particles, toxic or caustic chemicals, and extreme heat. The noise level in the outdoor work environment is noisy.