

City of Allentown
Position Description

Class Title: **PROJECT MANAGER**
Grade Number: 14N
Department: Community & Economic Development
Bureau: Community & Economic Development
Union: Non-Bargaining (MESA)

GENERAL PURPOSE

Performs a variety of duties under the general direction of the CED Deputy Director. The role of Project Manager is to plan, execute, and finalize projects according to strict quality standards, deadlines and within budget while maintaining high levels of safety and customer satisfaction. This includes acquiring resources and coordinating the efforts of team members and subcontractors in order to deliver projects according to plan and budget. The Project Manager will also define the project's objectives and oversee quality control throughout its life cycle in coordination with the Design Team. The Project Manager will also work closely with the CED Deputy Director to ensure timely and quality completion of construction process and strategies.

The successful candidate will work directly with other departments to ensure deliverables fall within the applicable scope and budget. Assignments require independent judgment in making technical decisions related to work assignments. Work is assigned with general instructions and specific objectives from the CED Deputy Director.

SUPERVISION RECEIVED

Works under the supervision of the CED Deputy Director and CED Director.

SUPERVISION EXERCISED

At the discretion of the CED Deputy Director, the Project Manager may provide supervisory oversight of City employees and private contractors on projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- (A) Direct and manage project development from beginning to end.
- (B) Define project scope and deliverables that support business goals in collaboration with executive management.
- (C) Develop project plans and schedule.
- (D) Effectively communicate project expectations to team members in a timely and clear fashion.
- (E) Communicate with city departments and upper management on an ongoing basis.
- (F) Set and continually manage project expectations with team members and customers.
- (G) Draft and submit budget proposals and recommend subsequent budget changes where necessary.
- (H) Identify and manage project dependencies and critical path.
- (I) Plan and schedule project timelines and milestones using appropriate tools.

- (J) Track project milestones and deliverables.
- (K) Develop and deliver progress reports, proposals, requirements documentation and presentations.
- (L) Issue status reports to the project team, analyze results, and troubleshoot problem areas.
- (M) Proactively manage changes in project scope, identify potential crises, and devise contingency plans.
- (N) Define project success criteria and disseminate them to involved parties throughout project life cycle.
- (O) Coach, mentor, motivate and supervise project team members and subcontractors, and influence them to take positive action and accountability for their assigned work.
- (P) Build, develop, and grow business relationships vital to the success of the project.
- (Q) Conduct project “lessons learned” meetings and create a recommendations report in order to identify successful and unsuccessful project elements.
- (R) Develop best practices and tools for project execution and management.
- (S) Observes rules and practices on quality of work, public conduct and effective and courteous service to the public and community.
- (T) Provide quality and effective customer service with courtesy and understanding to our customers, citizens and internal departments.
- (U) Performs related work as may be required.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Bachelor's Degree in appropriate field of study and 2-4 years of field experience
- (B) Project Management Professional (PMP) / PRINCE II certification is a plus
- (C) Familiar with a variety of the field's concepts, practices and procedures.
- (D) Rely on limited experience and judgment to plan and accomplish goals.
- (E) Perform a variety of tasks. Lead and direct the work of others. A wide degree of creativity and latitude is expected.
- (F) Equivalent combination of related education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Proven working experience in project management
- (B) Excellent written and verbal communication skills
- (C) Solid organizational skills including attention to detail and multitasking skills
- (D) Strong familiarity with project management software - Microsoft Project, Microsoft Office (Word, Excel, Outlook)
- (E) Ability to establish and maintain an effective working relationship with associates and the general public.
- (F) Ability to successfully supervise, coach and direct the work of others.
- (G) Ability to Develop and Track project Budgets and inventory
- (H) Possession of a valid Pennsylvania driver's license of the applicable classification for this position.

TOOLS AND EQUIPMENT USED

Requires intensive daily use of personal computer and related software.

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is constantly required to sit and talk or hear. The employee is required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually quiet for office work and moderately loud for field work.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

reviewed: 05/25/2021