



Job Title	Administrative Project Manager I, II	Job Code	AS0413, AS0414
Pay Plan	A&P	Pay Grade	18, 19
Union	Non-Union	FLSA Status	Exempt
Job Family	Administrative Management and Services	Union Code	0
		Subfamily	Project Management

Job Family & Subfamily Summary

Administrative Management and Services Professionals provide administrative support and assistance to one or many departments, administrative areas or executives.

Project Management Professionals perform duties related to the life cycle of specific projects from initiation through planning, execution, and project closing.

Job Summary

Responsible for successfully initiating, designing, planning, executing, monitoring, and closing a project.

Representative Duties

1. Planning

- Determines and defines project stakeholders, scope, and objectives
- Predicts resources needed to reach objectives and manage resources in an effective and efficient manner
- Plans and estimates costs based on scope of work and resource requirements
- Develops and manages a detailed project schedule and work plan

2. Execution

- Oversees and manages the project team
- Identifies obstacles and makes strategic adjustments as necessary
- Manages contracts with vendors and suppliers by assigning tasks and communicating expected deliverables
- Provides solutions to obstacles that arise during project execution

3. Monitoring

- Tracks project costs and makes adjustments as necessary to remain within dedicated budget
- Provides regular project updates to various stakeholders regarding strategy, adjustments, and progress
- Controls scope of project, keeps team on task with minimal variance from project objectives

4. Closure

- Reviews project objectives and outcomes with stakeholders to ensure all deliverables have been achieved
- Completes all required organizational, contractual, and other types of documentation

Education, Experience, Skill Requirements		
	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		Project Management Professional (PMP)
Licensure(s)		
Work Experience		
4+ years of relevant work experience		
Additional Requirements		

Physical/Environmental Demands
Standard office environment with no unique physical demands

Level Addendum
<i>Career levels exhibited in this role are listed below. The extent of representative duties listed above will vary in accordance with level of scope, autonomy, and experience described below.</i>
Level I
<ul style="list-style-type: none"> • Manages experienced professionals who exercise latitude and independence in assignments • Policy and strategy implementation for short-term results (typically 1 year or less)
Level II
<ul style="list-style-type: none"> • Manages a department or small unit that includes multiple teams led by team leaders • Ownership of short to mid-term (typically 1-3 years) strategy/operational development

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.