



CLERK & COMPTROLLER, PALM BEACH COUNTY
CLASS DESCRIPTION

CLASSIFICATION TITLE: PROJECT MANAGER

SHARON R. BOCK

Clerk & Comptroller
Palm Beach County

GENERAL DESCRIPTION OF DUTIES

Under limited supervision, this position performs all aspects of project management, including initiation, planning, monitoring, and implementing of IT-related projects. Responsibilities include leading cross-functional teams by facilitating communication, objectivity, and team work. Deliverables include status reporting, project plans, and risk assessment. This position operates in an office setting Monday through Friday; however, occasional evening, holiday and weekend hours are required for critical system support and for technical emergencies. This will require reporting to the office or accessing the systems remotely depending on business need.

SPECIFIC DUTIES AND RESPONSIBILITIES

EXAMPLES OF ESSENTIAL FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Delivers project objectives on-time and on-budget with high quality (may be a system or a set of new functions) through effective management of project resources; defines business drivers/imperatives, project components, objectives, deliverables, and timeline; tracks project milestones and deliverables; identifies and mitigates risks

Uses standard project process and disciplines to plan and manage all tasks (business and technical), ensuring quality and keeping stakeholders informed of progress; performs project planning, workflow management, and software development management

Coordinates/oversees vendor management; negotiates solutions with end-users

Develops and delivers progress reports, proposals, requirements documentation, and presentations; provides high-level detailed status briefings to all levels of management; coordinates submission/presentation of weekly status reports to senior management

Establishes maintenance procedures and support structure

Works with the user community and major functional groups to understand business needs

Reviews/utilizes measurement data to evaluate the department's performance in meeting established goals and milestones, and to plan and implement initiatives in support of the organization's vision, mission, and values

Maintains established organizational/departmental productivity standards

Safely and successfully performs essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards

PROJECT MANAGER

Maintains reasonably regular, punctual attendance consistent with the ADA, FMLA, other federal, state and local standards and the organization's attendance policies and procedures

Comes to work and works the regular schedule and shift for the position

Complies with all personnel policies and procedures

MARGINAL FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Provides customer service using multilingual skills as the need arises, if applicable

Performs related duties as directed

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree or Project Management Professional (PMP) certification, supplemented by five (5) years of recent and relevant experience, three (3) of which are in project management, involving cross-functional teams.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions.

The Clerk & Comptroller, Palm Beach County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Clerk & Comptroller, Palm Beach County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I can perform this job with or without a reasonable accommodation. Yes No

I would like to request a reasonable accommodation. Yes No

**If yes, you will be contacted by the Benefits Administrator to begin the interactive dialogue process.*

All job descriptions are subject to revision and amendment. I have received a copy of this job description and am fully aware of the expectations of the job.

Employee Signature

Date

Printed Name

Department