GENERAL SUMMARY
This is professional work of a complex nature. The Project Management Specialist will coordinate appropriate methodologies and tools to support the implementation of program/project management activities including management of transportation related properties within the Office of the County Engineer.

SERIES CONCEPT
None

ESSENTIAL DUTIES & PRIMARY RESPONSIBILITIES
Essential functions are the basic job duties that an employee must be able to perform, with or without reasonable accommodation. This list of essential functions is intended to be representative of the duties performed within this classification. The omission of a function does not preclude management from assigning essential duties not listed if such duties relate to the position.

- Develop, maintain, and provide reports regarding research, findings, and recommendations.
- Gather data, create, and manage, records, spreadsheets, and databases.
- Create graphics and develop creative displays for presentations.
- Assess properties acquired for capital improvement projects and recommend property management plans.
- Collaborate with team members to create, maintain, and analyze project scopes, costs, and schedules to include benefit cost analysis that define short- and long-term property goals and performance standards.
- Develop and update organizational procedures, manuals, training materials and department intranet/internet web page.
- Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures. Identify and implement opportunities for improvement and coordinate the implementation of changes.
- Attend and participate in meetings; stay abreast of new developments within assigned area of responsibility; and maintain awareness of federal, state, and local regulations.
- Provide guidance to staff on division/department goals.
- Maintain regular, predictable, and punctual attendance during regularly scheduled work hours at assigned worksite.

Other Job Functions
- Assign work to a specific work unit and ensure tasks are completed correctly and timely.
- May approve leave requests and work schedules.
- May provide input on performance evaluations.
• Perform other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience
Bachelor’s degree in, public or business administration, or a closely related field; and, two years of progressively responsible administrative experience OR any equivalent combination of experience and education is required.

Licenses or Certifications

OTHER JOB REQUIREMENTS
Must meet travel requirements and authorize and complete a background check prior to employment.

PREFERRED QUALIFICATIONS
Advanced skills in MS Office Excel, Word, PowerPoint, Adobe Pro/Bluebeam, SnagIt.

SUPERVISION
This position does not perform supervisory functions but may be assigned lead worker duties.

COMPETENCIES

Knowledge of:
• Principles and practices of public administration.
• Research methodology, data collection, analysis, and reporting.
• Techniques of organization and management.
• Design, Right-of-Way, and environmental permitting processes.
• Methods and techniques of budget preparation and execution.
• General contract administration processes.
• Process improvement (continuous improvement).
• Applicable federal, state, and local laws, rules, policies, and procedures.

Skill in:
• Use of independent judgment and effective decision-making when applying departmental policies and procedures and in effective problem-solving.
• Communicating policy and procedures to the Department.
• Working with a variety of individuals from diverse backgrounds.
• Self-motivated with good time management, organization, communication, and planning skills.
• Adaptability to convey information effectively when talking with others.

Ability to:
• Lead meetings facilitate work groups and represent department/division management and leadership.
• Analyze situations quickly and objectively and determine a proper course of action; use appropriate independent judgment to make decisions of a technical nature in support of Division/Department/County goals and objectives.
• Adept at creative ideas that streamline existing processes.
• Analyze, organize, and prioritize work while meeting multiple deadlines.
• Understand and execute complex oral and written instructions, to anticipate section and departmental needs, and to apply specific guidelines to a wide variety of work situations.
• Prepare detailed and accurate analysis and reporting as assigned individual and team tasks in a timely manner.
• Establish and maintain effective work relationships with employees, management, and other County departments as necessary.
• Understand and follow written and verbal instructions.
• Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational, and economic backgrounds.
• Effectively coordinate, perform, and complete multiple duties and assignments concurrently and in a timely manner.
• Meet the travel requirements of the position.

**WORKING ENVIRONMENT/CONDITIONS**

The work environment and exposures 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.

<table>
<thead>
<tr>
<th>Exposures</th>
<th>Frequency Working in Designated Environment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individuals who are hostile or irate</td>
<td>Sometimes</td>
</tr>
<tr>
<td>Extreme cold (<em>below 32 degrees</em>)</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Extreme heat (<em>above 100 degrees</em>)</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Communicable diseases</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Moving mechanical parts</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Fumes or airborne/blood borne</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Toxic or caustic chemicals or substances</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Loud noises (<em>85+ decibels such as heavy trucks, construction</em>)</td>
<td>Seldom or Never</td>
</tr>
</tbody>
</table>

**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.

Finger dexterity to operate equipment used in the position, talking, seeing, and hearing is required. There is some walking, sitting, bending/stooping, pushing/pulling and minimal lifting associated with the classification. Ability to travel to attend meetings away from regular work site may be required.