



## PROJECT MANAGER

**Department:** Multiple

**Job Class:** 482500

**Pay Range:** Professional 10

**FLSA:** Non-exempt

**Represented:** No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in the class and are **not** intended to reflect all duties performed within the job.

**GENERAL FUNCTION:** This is project management and supervisory work. Responsibilities include, supervising, and overseeing the complex and difficult work of subordinate employees. Assumes overall responsibility of projects assigned to their unit. Incumbent(s) in this classification are expected to perform the duties of lower level classifications in addition to their overall project accountability. The classification represents the unit's position on project coordination, deadlines and other controversial issues. Incumbents may represent the department at large public meetings, council meetings and in front of the hearing examiner.

**SERIES CONCEPT:** This is the third level of a four level classification series. The classification may perform duties of lower level Planners including field work, but is distinguished from the lower level series by the supervisory responsibilities of technical support staff and/or the advanced technical skills and knowledge of the planning regulations and the complexity of the work assigned.

### **ESSENTIAL FUNCTIONS:**

- Oversees and/or prepares major planning documents.
- Researches, drafts, reviews and administers zoning, subdivision regulations, ordinances and other administrative ordinances as required.
- Prepares complex special studies and/or projects, writes reports and compiles related statistical information.
- Provides overall leadership over assigned projects.
- Develops strong public relations and industry relations.
- Ensures assigned projects meet appropriate deadlines.
- Develops and administers strategic plans, consultant service contracts and other implementation programs.
- Prepares and presents reports and graphics to the general public, advisory committees, the Hearing Examiner and other interested groups.
- Represents Pierce County position in negotiations, and committee or work group activities as assigned.
- Provides assistance to the public, contractors, and other County employees, in related areas.
- Coordinates planning efforts with federal, state, regional and local agencies as appropriate to assigned projects and programs.
- Provides guidance, training, orientation, and assistance to consultants. Provides technical assistance to other planners in area(s) of expertise.
- Ensures consistent interpretation related to land use, planning and environmental laws, rules, policies and procedures.
- Investigates grievances involving subordinates and recommends resolution; recommends promotional and disciplinary actions; approves leave requests, and overtime; assures adequate coverage during staff absences.
- Conducts performance evaluations and develops performance measures and standards.

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#### **ESSENTIAL FUNCTIONS: (continued)**

- May draft and review County regulations, ordinance and rules.
- Drives to various worksites, meetings, and other county facilities.
- Prepares written reports, summarizes findings, and writes a variety of memos and letters.
- Trains and mentors less experienced employees.
- Provides input and direction to consultants on preparation of related reports and analyses and monitors consultants or contractors who are performing work for Pierce County.
- Maintains regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meets the traveling requirements of the position.
- Performs the physical requirements of the position; works within the established working conditions of the position.

#### **OTHER JOB FUNCTIONS:**

- Perform other job functions as assigned

**SUPERVISION RECEIVED AND EXERCISED:** This position directly supervises professional staff. The Project Manager reports to an Administrative Superior.

**WORK ENVIRONMENT:** The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. The Project Manager works in an office environment on a daily basis and may participate in some field work. Travel to various worksites and/or meeting locations may be required. Work is generally completed on a regularly scheduled basis, however, attendance at meetings or completion of overtime work outside of normal scheduled hours may be required. Extended periods of concentration and sedentary work are required. Work is subject to frequent interruptions, normal office noise and inclement weather while performing field visits.

**PHYSICAL REQUIREMENTS:** The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the position. This position has a variety of physical requirements of varying degrees based on varying work circumstances. Required physical activities include walking on uneven terrains, crawling, kneeling, bending, stooping, crouching twisting and minimal lifting up to 20lbs; a combination of sitting and standing; reasoning and analyzing complex information; finger dexterity to operate equipment used in the position; and talking, hearing and seeing.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

##### **Knowledge of:**

- Planning, environmental, engineering and development standards as they relate to planning and resource management issues.
- Regulatory requirements and development regulations in assigned area.
- Supervisory and quality management techniques and principles.
- Basic personal computing principles, keyboard, and automated systems required for the position.

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#### **KNOWLEDGE, SKILLS AND ABILITIES: (continued)**

##### **• Skill in:**

- Promoting mutual respect and acceptance of all workers in a diverse work group.
- Interpersonal communications.
- Team building, leadership and motivation.
- Use of required equipment.

##### **Ability to:**

- Analyze situations quickly and objectively to determine a proper course of action.
- Implement policies, goals, and objectives established by the appointing authority.
- Read, understand and interpret technical reports, data, and related materials.
- Understand, interpret and apply applicable state, federal and local laws, rules regulations and policies governing management of land use.
- Effectively assign, evaluate, and supervise technical and administrative staff.
- Effectively administer disciplinary action.
- Prepare, use, and interpret complex plans, maps, specifications, special provisions and reports.
- Provide reliable advice and acceptable solutions to difficult planning problems.
- Speak effectively and convincingly at public meetings and to provide testimony at hearings, council or trials.
- Make complex decisions independently utilizing a high level of discretion.
- Bend, stoop, work in inclement weather conditions, and walk on uneven terrain. However, this may vary according to assignment.
- Understand and follow complex technical instructions.
- Work effectively and productively with others.
- Communicate effectively both orally and in writing, to audience of various social, 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.
- Physically perform the essential functions of the classification.

**MINIMUM REQUIREMENTS TO APPLY:** Graduation from a four-year college or university with a degree in planning, geography, public administration or a related field that clearly demonstrates the ability to perform the essential functions of the position and 5 years of complex planning experience. Supervisory position: requires 5 years planning experience and 2 years in a lead or supervisor capacity. Additional education and experience may substitute for the recruiting requirements.

**SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS:** Ability to successfully complete Pierce County background investigation. A valid Washington State driver's license is required.