

HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

<i>Class Title:</i> Project Manager			<i>BOT Date:</i> Nov 17, 1999
<i>Level:</i> F	<i>FLSA Status:</i> Exempt	<i>Class Code:</i> E0633	<i>Adm. Rev.:</i>

GENERAL DESCRIPTION

Plans, organizes, implements and coordinates a complex institutional program or grant project.

	KEY RESPONSIBILITIES	% OF TIME
1.*	Manages project aspects such as development, submission of reports, budget preparation/recommendations and regulatory and procedural compliance.	20%
2.*	Prepares and submits grant proposals and monitors use of existing grant funds.	15%
3.	Proposes institutional policies and procedures applicable to the project.	10%
4.	Develops curriculum and course materials and maintains currency of project content.	10%
5.*	Supervises activities of program/project staff. Initiates recruitment, monitors performance, and submits required employment documentation for program/project staff.	15%
6.*	Participates in the recruitment and retention activities of students or participants in the program/project. Acts as liaison to community and college faculty and staff.	15%
7.	Counsels and advises participants regarding their progress toward meeting their goals as well as those of the project.	15%
8.	Performs other similar and related duties as required.	

* Indicates an "essential" job function.

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KEY JOB REQUIREMENTS		
<i>Education:</i>	Bachelor's degree in a field relating to the specific project of assignment.	
<i>Experience:</i>	3 to 5 years of experience in a field directly related to the assignment.	
<i>Planning:</i>	Plans events that are expected to occur during the year and have some effect on the department's annual expenditures and/or revenues. Level of planning activities affects the campus.	
<i>Budget Impact:</i>	Has a strong, but not controlling, voice in decisions on the budget; can authorize or recommend expenditures within an approved budget. Actions may have a direct contribution on the methods used to generate revenues.	
<i>Impact of Actions::</i>	There is moderate responsibility for making recommendations or decisions which typically affect department, but may at times affect operations, services, individuals or activities of a campus.	
<i>Complexity:</i>	Work is complex and varied and requires the selection and application of technical and detailed guidelines. Problems are not easy to identify, but are similar to those seen before. Moderate analytic ability is needed to gather and interpret data where results/answers can be found after analysis of several facts. Solutions can often be found by using methods chosen before in other situations.	
<i>Decision Making:</i>	Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required.	
<i>Problem Solving:</i>	Problems are not easy to identify, but are similar to those seen before. Solving them requires judgment such as setting priorities, evaluating results, or coordinating with others. Solutions can often be found by using methods chosen before in similar situations.	
<i>Communications with Others:</i>	Requires regular internal contacts to carry out programs and to explain non-specialized matters or occasional contacts with officials at higher levels on matters requiring cooperation, explanation, and persuasion. Regular external contacts to carry out programs may be required.	
<i>Supervision of Others:</i>	Responsible for making recommendations within a department in the areas of compensation, staff selection, disciplinary action, complaints, staff performance appraisal and similar supervisory duties. Plans, assigns, and evaluates the work of subordinates for effective operation and results of the unit. Nature of work supervised requires training and experience and a thorough knowledge of departmental or divisional activities.	
<i>Job-Related Knowledge:</i>	Professional theory and practice applied at the advanced level of a "seasoned" professional. Requires extensive knowledge of their professional discipline and a working knowledge of related fields. Understands information in several unrelated professional disciplines.	
<i>Innovation/ Creativity:</i>	Work requires using original and creative thinking to develop new, moderately complex results. The results generally impact several work groups, a large project or an extended customer base.	
<i>Working Conditions/ Physical Effort:</i>	Work is typically performed in an office, library, computer room, and involves sitting at a desk or table, with intermittent sitting, standing or stooping. Occasional lifting of 25 pounds or less may be required.	