



## Job Description

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<b>TITLE:</b> Project Manager	<b>JOB CODE:</b> 3155
<b>DEPARTMENT:</b> County Executive Office	<b>FLSA:</b> Exempt
<b>PREPARED:</b> March 2006	<b>FLSA CLASS:</b> Professional
<b>UPDATED:</b> June 29, 2022	<b>WORK LOCATION:</b> Aztec, NM

**REMOTE WORK ELIGIBLE:**

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**Summary:** Under general supervision of Deputy County Manager, manage both construction and non-construction projects to successful completion, manage any associated project grants, conduct and evaluate feasibility studies on prospective projects; analyze current projects underway and conduct benchmarking for best practices on new and/or current initiatives; initiate and/or coordinate projects and assist Department Heads and Elected Officials in Planning Initiatives (all types).

**Essential Job Functions:** *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Actively manage a portfolio of construction and non-construction projects with strong emphasis in delivering projects on-time and within budget.
- Actively manage any grants associated with the projects. Coordinate financial reconciliation with the Finance Department in a timely manner.
- Complete and/or assist with all financial and programmatic reports associated with the projects and/or grants
- Analyze and study newly proposed projects to provide insight and recommendation on their feasibility.
- Research current on-going projects to obtain updates and evaluates current status and/or effectiveness.
- Conduct a market analysis for best practices for current or similar County initiatives and evaluate for new ideas to enhance the County's operation.
- Work with Department Heads and Elected Officials in planning initiatives.
- Work with outside entities to plan and to develop projects.
- Study, Plan, and coordinate designated projects.
- Give oral presentations to committees, boards, etc.
- Provide written documentation on projects, status reports and other documented entries.
- Perform other related duties as assigned.

**Required Knowledge and Skills:**

- Knowledge of County organization, operations, policies, and procedures.
- Knowledge of administrative procedures, methods, and practices.
- Knowledge of customer service principles, practices, and techniques.
- Knowledge of a variety of computer software applications including Microsoft Office.
- Knowledge of County accounting and budgeting systems.
- Knowledge of the basic principles of record keeping and records management.
- Knowledge of project and grants management.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in working independently and as a team member.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Skill in researching, compiling, and preparing reports and related information.

**Job Description**

**Project Manager**

- Skill in following complex oral and written instructions, policies and procedures.
- Skill in the use of a personal computer and standard business software.
- Skill in communicating effectively, both orally and in writing.
- Skill in multi-tasking, detail orientation and self-motivation.
- Skill in establishing and maintaining effective working relationships with County Manager, Deputy County Manager, Department Heads, County staff, Municipal Leaders, Legislators, Elected Officials, Civic Leaders and the General Public.

**Education and Experience**

- Bachelor’s Degree in engineering, construction management, business, or related field; plus five (5) years demonstrated work experience in project management, grant management, organizational development and/or planning.
- Project Management Professional (PMP) certification, preferred.
- Valid State of New Mexico Driver's license or able to obtain within six (6) months of employment.

**Environmental Factors and Conditions/Physical Requirements:**

- Work is performed in an office environment; may be subject to repetitive motion such as typing, data entry and vision to monitor; may be subject to extended periods of intense concentration in the review of documents and reports.
- May be subject to bending, reaching, kneeling, and lifting such as retrieving files, records, and reports.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County’s electronic ERP system as necessary and appropriate based on the needs and requirements of this position.
- Full time work hours for this position consist of being on call in emergency situations.
- Some work duties may be performed “remotely” outside of County facilities. For remote access you must complete and maintain a current remote work agreement.

**Equipment and Tools Utilized:**

- Equipment utilized includes computerized and conventional office equipment.

**Approvals:**

**Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Department Head:** \_\_\_\_\_ **Date:** \_\_\_\_\_