Title: Project Manager II

Pay Scale Group: 00 (Broadband)

Essential Function

Directly responsible for the management of assigned construction projects; makes independent contributions to projects based on professional training or functional experience.

Characteristic Duties (responsible for administrative and fiscal control of several functions)

Works independently on projects/problems;

Contributes effectively to the collective team effort (e.g., offers ideas, solutions, and resources);

Responsible for contract construction and design for major construction and renovation projects delegated to outside designers;

Responsible for special projects performed by assigned staff;

Plans and administers major capital improvement projects and renovations;

Participates in the development of University & Department wide policies and procedures for major projects through a complex decision process involving research, coordination & cooperation with other University Departments;

Accomplishes assigned results for projects, or for significant aspects of larger, complex assignments;

Serves as seasoned project manager.

Minimum Qualifications

Bachelor’s degree in Construction Management, Civil Engineer, Architecture or related field with seven (7) years of related experience.

Knowledge/Experience

Possess proficient knowledge of project management; utilizes professional judgment to assist with the management of projects or resolve problems. To Progress Through This Level: Develops increased professional capabilities; successfully manages increasingly more complex projects that require seasoned technical skills; develops and completes projects/programs in a timely manner and within budget.
**Communication:**

Effectively communicates and provides feedback to upper management on issues that impact projects; effectively communicates and provides feedback to clients, outside agencies, design professionals and contractors on issues that impact projects.

**Interaction with Others**

Manages members of assigned project team; interfaces well with others professionals on projects.

**Work Complexity**

Performs a broad range of work with minimal supervision; successfully manages the interdependency of deadlines on multiple projects and preserves integrity of others’ deadlines and overall project progress and success; independently identifies and solves routine problems relying on own resources to resolve them.

**Guidance & Supervision Received**

Performs work independently with limited technical guidance.