

**USF Job Class Description**

JOB CODE: 4577

JOB TITLE: Project Manager III

JOB FUNCTION: Admin & Business Svcs

PAY PLAN: Administration

CAREER BAND: G

FLSA: Exempt

Effective: 1/22/2021

Job Title: Project Manager III**Job Summary**

The Project Manager III is responsible for the overall management of complex engineering, science or other research projects, grants, contracts, consortiums, networks, or the collection of these groupings. The Project Manager III is responsible for all aspects of the project life cycle: planning, scope definition, design, execution, and delivery, including assembling the project team, assigning responsibilities, and managing schedules and resources to ensure timely completion of assigned projects. The position ensures that the institution meets the requirements of the project(s) including all operational requisites, reporting obligations, and related deliverables.

Nature of Work

The Project Manager III typically reports to an assistant director, associate director, or director within the department. The Project Manager III is responsible for the effective management, direction and coaching of team members assigned to projects under the Project Manager's supervision. This position reviews grants/contracts or related scope of work documents for research and engineering projects and prepares project lists/plans for implementation. The Project Manager III is primarily responsible for the planning, organizing, and managing of resources to bring about the successful completion of specific project goals and objectives. This position must adhere to definite timelines, reporting requirements and meet deadlines for specific deliverables. This position acts as a principal project consultant to other agencies or subcontractors and writes reports to funding agencies. The position works with funding agencies and service providers to design the research, define project scope, and disseminate results. A Project Manager III typically oversees temporary staff, Administrative Staff, student employees, Research Support Specialists and other Project Managers.

Work at this level meets the FLSA criteria for a professional exemption since the primary duties are work that requires advanced knowledge which is predominantly intellectual in character and requires the consistent exercise of discretion and judgment. They differ from the non-exempt staff by interpreting project documents in order to develop project procedures, oversee and update management on the status of project resources, establish quality control standards, composing and directing project related policies and operations, and acting as primary/lead liaison with regulatory agencies and project stakeholders.

Competencies

Possesses comprehensive working knowledge of subject matter. Ability to work as part of a team and to build collaborative relationships. Oral and written communication skills. Ability to identify and seek needed information/research skills. Technical, mathematical, and project scheduling skills. Project management skills. Design expertise.

Examples of Duties

The following list provides examples of the most typical duties for positions in this job class. Individual positions may not include all of the examples listed, nor does the list include all of the work that may be assigned to positions in this class.

- Reviews or directs the review of grants/contracts and develops project plan which defines resources, timelines, stakeholders, and deliverables.
- Develops or leads the development of project schedules and plans to ensure timely completion of the project.
- Obtains management and client agreement with the project plan and timeline, and advice of any obstacles or resource needs that may affect completion of the project as planned.
- Assembles the project team of engineers, technicians, designers, other project managers and other relevant staff to ensure satisfactory delivery of assigned projects. Identifies staff competencies and assigns resources to project tasks appropriate to each individual's knowledge, skill, and abilities.
- Defines and disseminates methods for communication of project status.
- Directs the process for communicating project goals, monitoring project progress, and managing project resources as necessary to keep the project on track. Tracks progress toward milestones, budgetary guidelines, or other performance indicators, and prepare reports for senior management.
- Applies project management tools and tracking systems to manage all aspects of project progress.
- Utilizes project resources and serve as management's representative for the development of operational policies, resource documents, and training documents- including the documentation of best standards and practices.
- Serves as management's representative in analyzing client needs, determining and evaluating potential solutions, developing project specifications and requirements, and defining operations/tools/trainings to meet the requirements.
- Serves as management's representative in designing integrated solutions which may include tools, trainings, reports, as well as requirements for project queries, applications, databases, data capture forms, online web pages, and related systems.
- Serves as management's representative to structure, implement, and maintain defined operational standards.
- Establishes policies, standards and procedures to ensure useful and readily accessible project status.
- May oversee or supervise temporary staff, Administrative Staff, or Research Support Specialists.
- Evaluates, leads, coaches, mentors, and trains Project Managers I and II.
- Depending on the nature of the contract/grant, supervises students or temporary (OPS) employees assigned to the contract/grant
- Provides senior program management subject matter expertise at sponsor facilities and other field locations in support of sponsor programs and requirements.

Minimum Qualification Requirements

This position requires a Bachelor's degree in a related field and 6 years of project management experience; or a Master's degree in a related field and 4 years of project management experience. Some positions may require project management certification.