

ADMINISTRATIVE PROJECT MANAGER

Duties and Responsibilities

This is a management class of positions, with several assignment levels. Administrative Project Managers plan, coordinate and oversee the development and progress of a major capital project program.

The following are typical assignments within this class of positions. All personnel perform related work.

Under administrative direction, with extremely wide latitude for the exercise of independent judgement, initiative and action, performs extremely difficult, responsible and complex work in planning, coordinating and overseeing the development and progress of a major capital project program including making determinations of costs, of time estimates and of sources of funding associated with construction projects. In an agency with a very large capital budget, is responsible for development, negotiation, and administration of the overall capital budget. The decisions made by Administrative Project Managers impact on the City's capital budget.

Directs a large staff of project management professionals engaged in managing the timely and cost-effective implementation of major capital projects for a particular client agency or programmatic type.

Directs the oversight of major capital construction projects from initiation to completion; or serves as capital budget officers for agencies with very large and complex capital budgets.

Directs technical project management operations including project planning, budget, and scope development, vendor procurement, design and construction management, and project close-outs.

ADMINISTRATIVE PROJECT MANAGER (continued)

Duties and Responsibilities (continued)

In the temporary absence of supervisor, may assume the duties of that position.

Qualification Requirements

1. A baccalaureate degree from an accredited college in engineering, architecture, landscape architecture, business administration, or public administration, and five years of full-time satisfactory experience in the planning, administering or expediting of engineering design, and/or construction, or coordinating a very large engineering project, two years of which must have been in an administrative, managerial, executive or supervisory capacity; or
2. A four year high school diploma or its educational equivalent and nine years of experience as described in "1" above; two years of which must have been in an administrative, managerial, executive or supervisory capacity; or
3. Education and/or experience equivalent to "1" or "2" above. An accredited Master's degree in one of the disciplines described in "1" above, a law degree, or a valid New York State license as a Professional Engineer or Registered Architect or Landscape Architect may be substituted for one year of the required experience. However, all candidates must have the two years of the administrative, managerial, executive or supervisory experience as described in "1" above.

Direct Lines of Promotion

From: Associate Project Manager
(22427)

To: None