

**FLORIDA STATE COLLEGE AT JACKSONVILLE**  
**JOB DESCRIPTION, 2021**

**DIRECTOR OF PROJECT MANAGEMENT**

**JOB FAMILY: MANAGERIAL/SUPERVISORY – BUSINESS    JOB FUNCTION: MANAGERIAL/SUPERVISORY**

**FLSA STATUS: EXEMPT    PAY GRADE: 26 - A**

**GENERAL STATEMENT OF JOB**

The Director of Project Management will be responsible for the management and control of project scopes, schedules, and costs. The Director of Project Management will work with operational support leaders and resources to deliver projects in accordance with established quality standards, policies, and processes within a centralized project management environment.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Facilitate all project planning and implementation activities and collaborate with cross-functional teams to ensure the successful conclusion of the project. Work with College-Wide Project Management Office and Strategic Priorities to ensure projects work in harmony with college-wide projects and goals. Ensure requests are vetted through the proper governance groups.

Create and maintain records on projects including personnel, plans, contracts, schedules, and meeting minutes. Assure dissemination of these resources where needed.

Ensure project requirements are collected, refined, and achieved in a high quality and timely fashion within budget.

Serve as liaison between the College and 3rd party contractors/vendors. Ensure ongoing communication of contractual obligations throughout the project lifecycle.

Manage client expectations and collaborate with the client to ensure successful project completion.

Monitor and report on project progress. Coordinate and oversee activities related to the creation of test scripts and user acceptance testing; monitor and control issues and risks.

Assist leadership with the procurement-related tasks and processes.

Ensure proper change management processes are followed and recorded. Ensure those affected by change are provided proper communications and education.

Forecast, manage, and report on project financials and resources utilization. Utilize basic revenue models and cost to completion projections, making decisions accordingly.

Establish effective partnerships with leadership teams to determine and assign project resources.

**SUPERVISION RECEIVED**

Supervision is received from the appropriate supervising administrator.

## **MINIMUM QUALIFICATIONS**

Requires a bachelor's degree from an accredited institution and seven (7) years of related experience.

## **PREFERRED QUALIFICATIONS**

Six Sigma Blackbelt Certification. Project Management Professional (PMP) certification. Vendor management and contract negotiation.

## **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED**

### **TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

**Language Ability:** Requires the ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using prescribed formats and standard office technologies. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

**Intelligence:** Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

**Numerical Aptitude:** Must be able to add, subtract, multiply and divide; calculate decimals and percentages. Must be able to create simple mathematical formulas and generate basic charts.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape, and visually read various information.

**Motor Coordination:** Requires the ability to operate modern office equipment and machinery.

**Manual Dexterity:** Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** May not require the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

**Physical Communication:** Requires the ability to talk and hear, or to communicate in an equivalent way with or without assistance.

**Environmental Requirements:** Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).