

**PROJECT MANAGEMENT**  
**OCCUPATIONAL GROUP [325]**

**PROJECT MANAGER**

**Duties and Responsibilities**

Under general supervision, coordinates and expedites the development or improvement of a number of simple capital engineering, architectural, or landscape architectural projects. May assist in expediting the development of more complex projects which are the immediate responsibility of an Associate Project Manager. May operate a motor vehicle. Performs related work.

**Examples of Typical Tasks**

Maintains a management information system to provide data for the planning and control of project development.

Establishes project time and cost schedules.

Determines and coordinates the activities required between the persons, agencies and departments responsible for project completion.

Reviews all schedules, reports and orders prepared by consultants, contractors and agencies to assure conformance with project completion dates.

Checks work performance and prepares management reports which stress significant problems.

Resolves problems that arise in meeting schedules and costs.

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**PROJECT MANAGER** (continued)

**Examples of Typical Tasks** (continued)

Meets with City agencies, contractors and citizen groups.

Assists client agencies in formulating project needs, options, and consequences, assuring that functional requirements are adequately articulated and that proposed projects fulfill these requirements. Assists client agencies in developing scope of project, drawing upon technical resources of project manager's agency to develop conceptual estimates and schedules.

Assists in overseeing the consultant selection and contracting process, and manages these contracts, or retains in-house design and construction management staff.

With the client agency, conducts a post-occupancy evaluation of facilities.

In the temporary absence of immediate 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 one year of full-time satisfactory experience in project management work, such as planning, administering, managing, coordinating, or expediting, for engineering and/or architectural and/or landscape architectural projects; or

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**PROJECT MANAGER** (continued)

**Qualification Requirements** (continued)

2. A four-year high school diploma or its educational equivalent approved by a State's department of education or a recognized accrediting organization and five years of experience as described in "1" above; or
3. A four-year high school diploma or its educational equivalent approved by a State's department of education or a recognized accrediting organization plus any combination of the experience and/or college education as described in "1" above to make up the equivalent of five years of education and experience. One year of credit will be given for each 30 semester credits of college education leading to a baccalaureate degree from an accredited college in engineering, architecture, landscape architecture, business administration, or public administration.

Experience which is primarily of a design nature is not acceptable towards meeting the minimum requirements.

**License Requirement**

For assignment to certain positions, candidates must possess a motor vehicle driver license valid in the State of New York. The license must be maintained for the duration of employment in such position.

**Direct Lines of Promotion**

**From:** Project Manager Intern (22425)

**To:** Associate Project Manager  
(22427)