



## **Project Management Specialist 1**

**Category:** Classified/Excluded  
**Pay Grade:** C25  
**Job Code:** 13026

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### **JOB SUMMARY**

Performs professional project management work coordinating and participating in the planning, design, and implementation of special project assignments in a wide variety of venues within Business Technology Services, Utilities, Real Estate Management, Public Works, Arts Council, and other departments; functions as an integral part of special projects teams as assigned by management; acts as project coordinator to ensure compliance with County and departmental objectives that may involve assisting in defining scope of project, project site, medium/media, selection criteria, and other relevant considerations related to the project; may coordinate programming, schematic design, design development, construction, or project affiliated documents, contract review and/or monitoring, cost analyses, bidding/negotiations, project oversight, exhibit and show production, invoicing reviews, and other contract documents; may serve as departmental coordinator and liaison in the implementation of various highway certifications.

### **ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)**

- Oversees day-to-day project management tasks;
- Oversees, implements, enacts, and recommends rules, regulations, policies, and guidelines, consistent with ordinances and the Board of County Commissioners;
- Provides educational presentations and technical assistance, writes news articles and press releases, and oversees project processes;
- Develops, plans, and drafts various departmental documents, reports, and project related material;
- Provides project management and coordination with County departments, user groups, and consultants in matters relating to programming and design work for proposed major and minor projects;
- May be required to coordinate master plans, review and issue payments, analyze contracts, and maintain records;
- May act as first level project coordinator for various projects, meeting both departmental and County objectives;
- May serve on project selection committees;
- Provides coordination of research, project and cost analysis, and coordination with outside vendors;
- Coordinates assigned phases of projects, researching and developing program rules, regulations, and guidelines;
- Analyses of workflow and evaluates and makes recommendations for solutions to project manager and team members;
- Prepares graphical presentation of conceptual plans;
- May prepare schematic designs, design development, and pertinent documents, including those for the design and construction of new buildings, alterations, remodeling, or extension of existing buildings;
- Reviews monthly invoices for consultant services and assists in project invoicing;
- Prepares research material and field information for projects;
- Prepares detailed schematics, construction drawings, and other details for assigned projects;
- Coordinates the development and implementation of certain programs;
- Implements and develops training programs in relation to Public Works requirements;

- Coordinates federal, state, and local education training resources, IMSA (International Municipal Signal Association), Work Zone Safety, DACS (Data Analysis Center for Software), ISA (Information Systems Auditor), and other related programs;
- Serves as liaison between the appropriate County departments organizing emergency preparedness and response;
- Oversees volunteer program management and acts as the volunteer coordinator;
- Coordinates and reports on the Adopt a Mile on Pinellas Trail;
- Performs other related job duties as assigned.

## **QUALIFICATIONS**

### **Education and Experience:**

Six (6) years of professional experience in project management that includes two (2) years of professional experience in the area of assignment; or an Associate's degree in a related field and four (4) years of professional experience in the area of assignment; or a Bachelor's degree in a related field and two (2) years of professional experience in the area of assignment; or a Bachelor's degree in civil engineering; or an equivalent combination of education, training, and/or experience.

### **Special Qualifications (May be required depending on area of assignment):**

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Depending on area of assignment, work could also require coordination of programs and activities with federal and state agencies, municipalities, local businesses, and other agencies, long range planning and evaluation of programs with respect to the County's National Incident Management System and Continuity of Operations Plan.
- Other knowledge, skills, abilities, and credentials required for a specific position.

### **Knowledge, Skills and Abilities:**

- Knowledge of complex technological information and data and an understanding of basic programming principles and practices;
- Knowledge of architectural methods, practices and procedures as they apply to the planning, design, and construction of new facilities and the alteration and renovation of existing facilities;
- Knowledge of development, review, and application of techniques and procedures for understanding of, and compliance with, contract documents;
- Knowledge of pertinent codes, County ordinances, state, and federal regulations governing building construction and the preparation and interpretation of construction plans and specifications;
- Knowledge of project costs and estimating procedures;
- Knowledge of project invoicing, materials, and labor analysis and delivery and payment procedures;
- Knowledge of architectural drafting and design methods, practices, and techniques.
- Knowledge of interior design and space planning;
- Knowledge of arts appreciation and education;
- Knowledge and skill in use of technical, electronic, graphic, analog, and/or digital equipment affiliated with specific project assignment;
- Knowledge of techniques for developing programs related to County facilities, processes, and programs;
- Knowledge of the basic principles and practices of some, or a combination of Public Works programs, with a specialization in highway operations and programs, Business Management, Project Management, Arts Education, and Contract Administration.
- Skill in speaking before groups.
- Ability to apply computer applications and software;
- Ability to assist in formulating plans, researching resources, and establishing timelines, tasks, and goals;
- Ability to exercise independent judgment coordinating the efforts of consultants, contractors, artists, and intra/inter departmental personnel involved in all phases of assigned projects;
- Ability to plan, supervise, coordinate, and direct technical personnel;

- Ability to establish and maintain effective working relationships as necessitated by work assignments;
- Ability to present programs, ideas, and findings clearly and concisely in writing, orally, and graphically;
- Ability to give technical and professional or artistic review to a wide variety and large volume technical of schematics or artistic, architectural, construction plans, specifications, Public Works programs, Arts Programs, or related projects.

### **PHYSICAL/MENTAL DEMANDS**

This work requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Additionally, the following physical abilities are required:

- **Balancing:** Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Fingering:** Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- **Grasping:** Applying pressure to an object with the fingers and palm.
- **Handling:** Picking, holding, or otherwise working, primarily with the whole hand.
- **Reaching:** Extending hand(s) and arm(s) in any direction.
- **Visual ability:** sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- **Hearing ability:** sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- **Speaking ability:** sufficient to communicate effectively with other individuals in person and over a telephone.
- **Mental Acuity:** Ability to make rational decisions through sound logic and deductive processes.
- **Talking:** Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- **Repetitive Motion:** Substantial movements (motions) of the wrist, hands, and/or fingers.
- **Walking:** Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

### **WORKING CONDITIONS**

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.