

## Project Manager

**Job Code:** 4094

**Salary Grade:** S10

**FLSA Status:** Exempt

*The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.*

### Duties and Responsibilities

Provides project management support to leadership ensuring appropriate and timely communications, developing project plans and milestones, and ensuring successful outcomes. May oversee assigned project staff and/or functional and operational goals. Aligns project outcomes to achieve financial, quality, and service goals.

- Effectively manages a variety of projects to ensure financial, quality, service, and operational goals are achieved.
- Responsible for day-to-day management and development of department staff utilizing development tools, such as performance evaluations and conducting performance management planning.
- Ensures that the department has the infrastructure and resources required to perform its role
- Monitors department timelines to ensure resources are available and applied appropriately to achieve desired performance goals in a timely manner.
- Provides support to process improvement efforts annually, which are expected to dramatically improve operating performance.
- May provide best practice examples from other organizations or industries.
- May Oversees a department which acts as an internal and/or external consulting group providing process facilitation support as well as rigorous analytical support to project teams.
- Provides active tracking tools and risk management summaries for all projects designated by senior leadership.
- Summarizes individual projects progress and risks to senior leadership.
- Keeps abreast of recent trends and developments in process innovation and project management in related area
- Maintains effective internal and external communication regarding the process innovation and project management efforts.
- Provides timely information to executives, senior management and physicians throughout the system and the State.
- Provides consultative, coaching, or mentoring services to leadership, department staff, and outside entities as appropriate.
- Participates in meetings and on committees and represents the department in community outreach efforts.
- Oversees the development and implementation of communication plans.
- Performs various duties as needed to successfully fulfill the function of the position.

### Minimum Qualifications

#### Education:

Required: Bachelor's degree.

Equivalency/Substitution: Will accept 48 months of related experience in lieu of the Bachelor's degree for a total of 108 months of related experience.

#### Experience:

Required: 60 months experience managing/leading multiple projects.

#### Certifications or Licenses:

• None

**Verification of education and licensure (if applicable) will be required if selected for hire.**

### Knowledge, Skills, and Abilities

- Knowledge of trends and developments in process innovation and project management
- Ability to multitask and meet deadlines in a timely manner.
- Ability to manage and lead projects
- Ability to communicate verbally and in writing
- Detail oriented for accuracy of data and information
- Ability to build rapport with students, faculty and staff
- Ability to supervise staff and communicate directions and expectations effectively

### Working Conditions

Physical:



**JOB DESCRIPTION**

***The* UNIVERSITY of OKLAHOMA**

Sit for prolonged periods. Communicate effectively and listen. Use of a computer. Manual dexterity.

Environmental:

Standard Office Environment.

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