



## Senior Project Manager

Job Code: 6195

Salary Grade: S11

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 leadership and oversight for planning, executing, and completing projects that support organizational goals. Coordinates cross-functional teams, manages project scope, timelines, budgets, and resources, and ensures projects are delivered on time and within scope. Establishes and applies project management methodologies, monitors progress and performance metrics, and communicates updates to stakeholders and leadership. Identifies risks, implements solutions, and drives continuous improvement to enhance efficiency, quality, and overall project outcomes.

- Independently leads project teams to support performance excellence initiatives, including but not limited to supports all departments in their effort to implement and effectively achieve performance excellence.
- Manages the day-to-day responsibilities of assigned projects and supports long-range strategic planning for the department, including identifying areas of focus, defining scope, and guiding departmental growth and development
- Leads the development and continuous improvement of performance improvement and project management methodologies.
- Develops and maintains project goals, objectives, policies, and procedures, to include but not limited to defining annual process improvement plans, maintaining department operating and budgets, while working collaboratively with management and existing process improvement resources.
- Ensures the department has the necessary infrastructure and resources to perform its functions effectively and efficiently
- Monitors timelines to ensure resources are available and applied appropriately to achieve desired performance goals in a timely manner.
- Provides support for multiple process improvement efforts, which are expected to dramatically improve operating performance.
- Researches and applies best practices to support process improvement
- Oversees assigned projects which acts as an internal 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 management and summarizes individual projects progress and risks to senior management.
- Stays updated on the latest trends and developments in process innovation and project management
- Maintains effective internal and external communication regarding process innovation and project management efforts while providing timely information regarding the progress of initiatives.
- Provides consultative, coaching, or mentoring services to management and/or department staff as appropriate.
- Participates in meetings and 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:

- Bachelor's degree in Management, Business Administration, or a related discipline relevant to the area of specialty

**Equivalency/Substitution:** Experience or a combination of education & related experience can be considered in lieu of degree. A one-to-one ratio is used to determine the number of years of experience required in place of a degree.

#### Experience:

- 6 years of related experience

#### Certifications or Licenses:

- None

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

### Knowledge, Skills, and Abilities

- Strong customer orientation
- Ability to communicate verbally and in writing.
- Effective facilitator
- Ability to assist others to develop an analytical framework



## JOB DESCRIPTION

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- Ability to organize and prioritize multiple projects simultaneously
- Results oriented

### Working Conditions

**Physical:**

Sit for prolonged periods. Communicate effectively and listen. Use of a computer. Manual dexterity. May require some travel

**Environmental:**

Standard Office Environment.

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