Technical Project Management Specialist III (3420)

**Basic Purpose/Job Function:** Managing the coordination of assigned technical projects, including planning, implementing and monitoring all technical activities involved and coordinating with appropriate line managers.

**Examples of Titles Replaced:** Coordinator, Instrumentation and Electronic Services, Manager, Technical Projects, Project Coordinator, Physical Plant, Manager, Environmental Systems

**Typical Functions May Include:**

1. Supervising the identification of specific tasks and schedule requirements necessary for completion of projects, including identification of staffing levels and training requirements of technical personnel needed to complete tasks
2. Organizing and managing all of the technical sections to include selecting personnel, providing necessary tools and materials and developing and implementing work schedules affecting those technical areas
3. Supervising and coordinating the development of work schedules for assigned projects, and taking required action to define steps and procedures needed for completion
4. Supervising the monitoring of progress on tasks and schedules, and implements changes as needed to complete projects within a scheduled time frame
5. Managing and controlling all of the materials, equipment and tools used in the assigned area or project, including preparing and submitting job estimates for technical projects as well as requisitioning needed materials
6. Supervising the preparation of progress reports detailing the status of all aspects of the projects
7. Serving as the coordinator or primary contact on assigned projects with other university, state and federal agencies and corporate affiliates
8. Reviewing and/or initiating all correspondence concerning projects
9. Identifying potential or actual problems and recommends corrective actions
10. Participating in the development of technical proposals
11. May design and review designs of large software or other technical projects to include producing code specifications, writing software to design specifications, and conducting systems analysis and quality assurance functions
12. May conduct unscheduled job site inspections to determine if time, safety and building standards are being maintained by assigned personnel
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13. Performing other related duties as assigned

**Risk Management**: Uses established safety practices to protect the health and safety of personnel and property.

**Supervision of Others**: May supervise or have indirect supervisory responsibility for other personnel relative to all work performed on the projects.

**Supervision Received**: Receives general supervision from designated supervisor.

**Minimum Qualifications:**

- **Education**: Bachelor’s Degree  
  **Type**: Determined by department

- **Experience**: 24-36 months  
  **Type**: Technical or scientific project management experience as designated by hiring department, including technical report writing and/or proposal writing

- **Skills**: Effective oral and written communication. Skill in the use of maintenance tools, computers or other technical tools.

- **Special Requirements**: Frequent exposure to pressure caused by deadlines and busy periods; may be required to travel; requires contact with other departments and university officials

- **Licenses**: Determined by the nature of the position and/or department

- **Certifications**: Determined by the nature of the position and/or department

Minimum requirements may be met by an equivalent combination of education and experience, unless otherwise designated in writing by the department.

Departments are responsible for site-specific job descriptions.