Technical Project Management Specialist II (3419)

**Basic Purpose/Job Function:** Supporting and coordinating assigned technical projects, including data collection and analysis, planning, implementing and monitoring of all technical activities involved and coordinating with appropriate line managers.

**Typical Functions May Include:**

1. Developing work goals and department projects
2. Assigning and coordinating work projects
3. Monitoring tasks and reviewing ongoing and/or completed projects to ensure that goals are met
4. Implementing changes as needed to complete projects within a scheduled time frame
5. Evaluating work load, capacity and compatibility of computer or other technically-related systems to determine feasibility of expanding or enhancing operations, and makes recommendations for improvements in such systems
6. Reviewing, analyzing and evaluating data, making necessary corrections; providing written interpretation of data; participating in data exchange activities
7. Serving as primary contact with internal, external and other departments and agencies at meetings, conferences or presentations
8. Preparing monthly progress reports detailing the status of all aspects of the projects
9. Reviewing and/or initiating correspondence concerning projects
10. Monitoring cost management reports and identifying potential or actual problems and recommends solutions
11. May author/coauthor papers regarding projects
12. 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.
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Minimum Qualifications:

- **Education**: Bachelor’s Degree  **Type**: Determined by department
- **Experience**: 18-24 months  **Type**: Coordination of a technical or scientific project as designated by hiring department, technical report writing and/or proposal writing
- **Skills**: Effective oral and written communication
- **Special Requirements**: Frequent exposure to pressure caused by deadlines and busy periods; may be required to travel
- **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.