Technical Project Management Specialist I (3418)

Basic Purpose/Job Function: Providing technical support and data analysis in scientifically or technically-related projects and/or departments, including technical trades areas, utilities, power plant, physical facilities operations, environmental systems and meteorology.

Examples of Titles Replaced: Technical Project Assistant; Physical Facilities Analyst; Supervisor, Golf Course Maintenance

Typical Functions May Include:

1. Assisting in identifying specific tasks and schedule requirements necessary for completion of the projects, including identification of staffing levels necessary to meet those requirements
2. Assisting in the development of project plans, tasks, timelines and work schedules for assigned projects. Under supervision, takes required action to define steps and procedures needed for completion
3. Assisting in monitoring progress on tasks and schedules
4. Implementing minor changes and recommending major changes as needed to complete projects within a scheduled time frame
5. Assisting in the preparation of progress reports
6. Assisting in identifying potential or actual problems in available resources and recommends solutions
7. Collecting data to include observational, qualitative and survey data or data from other data collection tools; compiling, analyzing and entering data
8. Performing data editing, quality control and coordination of data processing
9. May review and/or initiate correspondence concerning assigned projects
10. May conduct interviews and facilitate focus groups
11. 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 a small staff.

Supervision Received: Receives general supervision from designated supervisor.
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Minimum Qualifications:

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

- **Experience**: 0-18 months  
  **Type**: Coordination of a technical or scientific project as designated by hiring department

- **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.