SARASOTA COUNTY GOVERNMENT
CAREER TRACK

PROJECT MANAGER/ADMINISTRATOR
(Payroll – Project Administrator)

SUB-CLASS CODES; W/C Code: See Below
EEO Code: 02
FLSA: See Below
PAY BAND: Professional/Technical

MAJOR FUNCTION/S

These are professional/technical positions overseeing capital improvement projects across the enterprise. Responsibilities include management of manpower assignments, related budgeting and expense monitoring/accounting. Specific functions are listed below and represent normal progression from basic to advanced management functions. Advancement to each level is dependent upon several criterion and factors including, but not restricted to, competencies, skills, education levels, performance reviews and certifications which may apply to state or local requirements as well as budgetary constraints.

Primary Purpose			
Project Manager 1 Pay Grade 9932 See Addendum below for Sub-Class & W/C details	**Project Manager II*** Pay Grade 9933 See Addendum below for Sub-Class & W/C details	**Project Manager III**** Pay Grade 9934 See Addendum below for Sub-Class & W/C details	**Project Manager IV***** Pay Grade 9935 See Addendum below for Sub-Class & W/C details
This is entry level work assisting higher level professionals and performing basic project assignments. Employees normally assist and require guidance/direction from higher level professionals and are closely monitored, reviewed and supervised. **In general, work assignments at this level include, but are not limited to….** ▪ Prepares and assists with reports and recommendations ▪ Develops/conducts basic studies and analysis ▪ Responds to special reports and requests ▪ Performs work closely monitored and supervised	**This is progressively responsible, intermediate level project management work. Employees assist/support and receive guidance from Tier 2 & 3 project managers.** **In general, work assignments at this level include, but are not limited to….** ▪ Provides guidance to Tier 1 employees ▪ Oversees activities and projects of Tier I functions as assigned ▪ Plans/develops/conducts special studies ▪ Maintains/updates capital projects ▪ Conducts statistical/technical analysis	**This is progressively responsible advanced multi- project work. Technical functions are under the general direction of an Engineering Specialist or Program Manager. Projects may include major construction or capital projects. Manages projects with similar size and scope parameters and budgets. May supervise.** **In general, work assignments at this level include, but are not limited to….** ▪ Applies advanced management techniques ▪ Prepares and oversees budgets and financial activities ▪ Prepares and presents periodic and special reports and presentations ▪ Develops and trains assigned personnel ▪ Approves and assigns objectives and goals for all assigned areas	**This is progressively responsible senior level project management work. Positions have complete review and accountability for all aspects of projects with considerable nature/scope. Functions have a profound/critical impact upon capital projects. Typically supervises employees assigned to Tiers 1 - 3.** **In general, work assignments at this level include, but are not limited to….** ▪ Develops and oversees assigned personnel ▪ Oversees and directs multiple budgets and business plans of multiple large projects ▪ Presents and presides at major presentations ▪ Responsible for community relations and executive interface for all areas assigned

Primary Purpose (continued)			
Project Manager I	**Project Manager II***	**Project Manager III****	**Project Manager IV*****
▪ Assists in projects assigned to employees in Tier 2 – 4 ▪ Provides support to other levels ▪ Assists in development of presentations ▪ Assists in projects requiring ingenuity and originality ▪ Confers with general public and county officials as required ▪ May perform entry level project management assignments.	▪ Prepares plan amendment analysis ▪ Conducts project inspection reviews ▪ Prepares presentations to BOCC ▪ Interacts with citizens and clients ▪ Reviews and processes proposed disciplinary actions ▪ Approves work of Tier 1 personnel ▪ Works under limited supervision of Tier 3 & 4. ▪ Plans/organizes and directs work of consultants/employee groups as assigned	▪ Assigns special projects as required ▪ Provides staff assistance ▪ Makes recommendations on projects ▪ Performs high degree of public interface ▪ Serves as subject matter expert ▪ Oversees completion of projects assigned ▪ Oversees progress of assigned teams ▪ Assists with business planning ▪ Develops performance goals and measures ▪ Manages and directs work of Tier 1 & 2 employees ▪ May perform Capital Management financial functions ▪ Negotiates contracts and procurement functions as assigned ▪ Determines work schedules ▪ Develops policies and procedures ▪ Coordinates CIP Projects as assigned	▪ Oversees special assignments ▪ Represents County in major planning projects ▪ Acts as lead on very complex and controversial issues ▪ Makes final decisions equivalent to manager/general manager ▪ Performs critical degree of public interface ▪ Oversees and manages critical projects ▪ Provides input on performance reviews ▪ Approves performance goals and measures ▪ Approves policy deviations and new policies ▪ Works with minimal supervision/direction ▪ Evaluates major project or program status ▪ Directs CIP changes and policies
	*PM II includes PM I duties	** PM III includes both PM I and II duties	*** PM IV includes all PM I, II & III duties

Primary Core Competencies (Knowledge, Skills and Abilities)			
Project Manager I	Project Manager II	Project Manager III	Project Manager IV
Basic Skills			
▪ Written and verbal interaction ▪ Effective communication techniques ▪ County core competencies ▪ Sound financial judgment ▪ Prioritize assignments ▪ Scheduling/Time Management ▪ County policies and procedures ▪ Client/customer relations ▪ Local, State and Federal Regulations	▪ Written and verbal communications ▪ Intermediate knowledge of work areas ▪ Project planning ▪ Financial judgment ▪ 2 years Tier 1 experience or equivalent ▪ Develop/implement goals/objectives ▪ Evaluate work of others ▪ Public/media interaction ▪ Presentation skills ▪ Negotiating skills	▪ Complex and difficult assignments ▪ Advanced interpersonal skills ▪ Mentoring and leading others ▪ Coordinate and implement changes ▪ Monitor and coordinate projects ▪ Oversee work of others ▪ Advise and guide customers ▪ Develop solutions to problems ▪ Excellent employee relations ▪ Interface with agency counterparts	▪ Client/customer relations ▪ Multi-Project and people management ▪ Sensitive interpersonal skills ▪ Supervising others ▪ Managing financial budgeting ▪ Sensitive/Critical Presentations ▪ Developing business plans ▪ Advising and mentoring others ▪ Creativity ▪ Judgment and discretion ▪ Group dynamics

Primary Core Competencies (Knowledge, Skills and Abilities) continued

Business Equipment and Computer Skills

▪ Basic software applications ▪ E-mail communications ▪ Internet/Intranet operations/searches ▪ Computer hardware basics ▪ Monitors and projectors ▪ Notebook computers ▪ Recording equipment ▪ Microsoft Power Point	▪ Intermediate software applications ▪ Tier I equipment & skills ▪ Microsoft Publisher ▪ Microsoft Access ▪ Field related equipment	▪ Advanced software applications ▪ Tier II equipment & skills ▪ Proprietary software	Same skills and competencies in previous tiers with increased complexities and accountabilities.

Technical Skills (May Be Required Depending on Specific Job)

▪ Business writing skills ▪ Software for computer systems ▪ Computer networking/peripherals ▪ Video and media presentations ▪ Policy knowledge ▪ Job related equipment ▪ Engineering or contractual ▪ Mathematical or business	▪ Compile and analyze data ▪ Design and conduct projects ▪ Understand CIP components ▪ Solid understanding of objectives ▪ Customer client relations ▪ Overseeing projects and programs ▪ Strategic thinking ▪ Decision making	▪ Understand the big picture ▪ Develop policy and procedures ▪ Overseeing major projects ▪ Coordination of efforts ▪ Advanced certifications/courses ▪ Political savvy	▪ Developing others/Mentoring ▪ Leadership ▪ Critical projects ▪ Linking with other functional areas ▪ Promoting teamwork ▪ Assigning work to others ▪ Evaluating performance ▪ Assigning performance goals/objectives

Minimum Qualifications

Project Manager I	Project Manager II	Project Manager III	Project Manager IV
▪ BS degree from an accredited college or university in Engineering, Project Management or related field ▪ Project experience can substitute for education on a year for year basis depending on the type of experience ▪ PE license may be required	▪ BS degree from an accredited college or university in Engineering, Project Management or related field ▪ A minimum of 3 years related CIP experience. ▪ Masters degree may substitute for 1 year of required experience ▪ Project experience may substitute for education on a year-for-year basis depending on the type of experience ▪ PE license may be required	▪ BS degree from an accredited college or university in Engineering, Project Management or related field ▪ A minimum of 5 years related CIP experience ▪ Masters degree can substitute for 1 year of required experience ▪ Project experience can substitute for education on a year-for-year basis depending on the type of experience. ▪ PE license may be required	▪ BS degree from an accredited college or university in Engineering, Project Management or related field ▪ Minimum 7 yrs. related CIP experience ▪ Masters degree may substitute for 1 year of required experience ▪ Project experience can substitute for education on a year-for-year basis depending on the type of experience ▪ PE license may be required
NOTE: 30 college credits are considered equivalent to one year of college.			

NOTE: Employees that acquire the skills and minimum qualifications for the next level will be able to apply for promotional opportunities. Employees will not automatically be upgraded to the next level. Reclassifying a position is based on business need and financial impact and not based solely on the incumbent.

APPROVED BY:

Chris Louria

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Date: 2022.11.02 12:31:06 -04'00'

Chris Louria, Chief Human Resources Officer

History: 11/2/22; 3/1/17; 11/19/13; 2/23/12; 6/2/09

Title & WC Addendum

Sub-Class	Title	FLSA	PG	WC	EEO	Retirement
035781	Project Manager/Administrator I	E	9931	8810	02	Regular
035782	Project Manager/Administrator II	E	9932	8810	02	Regular
035783	Project Manager/Administrator III	E	9933	8810	02	Regular
032923	Project Manager/Administrator III (NE PT)	NE	9933	8810	02	Regular
035784	Project Manager/Administrator IV	E	9934	8810	02	Regular
035785	Project Manager/Administrator I - Construction	E	9931	5606	02	Regular
035786	Project Manager/Administrator I - Utilities Oper/Storm Water	E	9931	7520	02	Regular
035788	Project Manager/Administrator II - Construction	E	9932	5606	02	Regular
035789	Project Manager/Administrator II - Utilities Oper/Storm Water	E	9932	7520	02	Regular
035791	Project Manager/Administrator III - Construction	E	9933	5606	02	Regular
035792	Project Manager/Administrator III - Utilities Oper/Storm Water	E	9933	7520	02	Regular
035794	Project Manager/Administrator IV - Construction	E	9934	5606	02	Regular
035795	Project Manager/Administrator IV - Utilities Oper/Storm Water	E	9934	7520	02	Regular