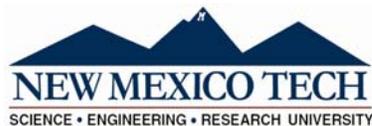


Posted: August 20, 2019



POSITION ANNOUNCEMENT

TITLE: PROJECT MANAGER II (4)

DEPT: EMRTC

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE: \$53,000-\$56,000

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

INTERNAL DEPARTMENTAL POSTING THROUGH: August 29, 2019* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB DUTIES:

The Project Manager of the Training Business Unit (TBU) accomplishes project objectives by planning and evaluating project activities. The Manager is responsible for organizing, planning and oversight of projects within organizations. The Project Manager will guide, advise and manage staff assigned to project. The Project Manager will ensure that the delivery of the training programs are consistent with the mission and goals of the organization and that activities of the projects are carried out effectively and efficiently. The Project Manager works closely with the Program Manager and leadership in different business and support units on various project and collaborate efforts. Multiple departments may carry the responsibilities of different assignment, but the Project Manager is responsible for making sure that all departments come together in a timely manner to complete the overall goal. Accomplishes objectives by orienting, training, assigning, scheduling, coaching, and counseling employee; communicating job expectations; planning, monitoring, appraising, and reviewing job contributions. Achieves operational objectives by contributing information and recommendations to strategic plans and reviews; preparing and completing action plans; implementing production, productivity, quality, and customer-service standards; resolving problems; identifying trends; determining system improvements; implementing change and instructor oversight. Ensures the TBU's compliance with project deliverables, sponsor terms/conditions, institutional/organizational policies, procedures and applicable regulatory and legal requirements. Provides regular progress/challenge updates to the Chief of Operations and Program Manager and leads efforts toward appropriate resolutions. Meets financial objectives by forecasting requirements; scheduling expenditures; analyzing variances; initiating corrective action.

REQUIRED QUALIFICATIONS:

Bachelor's degree with 2 years' experience directly related to the job functions of this position or demonstrated, directly related, 10 years' equivalent experience and education in the Military or Law Enforcement may be considered in lieu of the degree, subject to approval. Ability to interact with internal cross functional resources at both peer, subordinate and executive levels of the organization, while tailoring communications appropriately to each audience; required. Excellent oral and written communication skills, required. Excellent supervisory skills, required. Strong planning and performance management skills required. Demonstrated ability in program or project management required. Must have a valid Driver's License and be able to successfully complete the NMT Defensive Driving Course. Must pass a pre-employment drug test. Position requires the ability to obtain a department of defense security clearance.