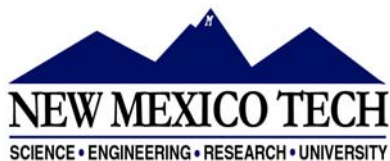


Posted: March 15, 2019



REVISED 3/15/19
POSITION ANNOUNCEMENT

TITLE: SENIOR PROJECT MANAGER

DEPT: ICASA

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$59,285- \$82,943

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 POSTING THROUGH: Concurrent* 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:

Manages and coordinates the establishment and support, to the Principal Investigators, of projects of significance to the operation and administration of ICASA. Provides and/or coordinates project planning and evaluation, ensuring that developing and existing projects are effective and in conformance with the overall goals and objectives of the ICASA and project scope(s) of work. Participates in strategic planning as appropriate, and supports, and represents the principal investigator or project director of the component in programmatic interactions with various internal and external constituencies, as appropriate.

REQUIRED QUALIFICATIONS:

Master's degree required; area of study Business Administration, Public administration, finance or equivalent. Skill in budget preparation and fiscal management desired. Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures required. Skill in organizing resource and establishing priorities required. Knowledge and understanding of integrated program planning, development, and administration within a public institution environment required. Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments desired. Strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community required. Advanced verbal and written communication skills required. Ability to foster a cooperative work environment required. Employee development and performance management skills desired. Knowledge of faculty and/or staff hiring procedures desired. Applicant must have the ability to obtain and maintain a Top Secret DoD security clearance.