

Project Management Specialist



Position Description

Status

Full-Time, Nonexempt

Compensation

B23

Bargaining Unit

Non-bargaining

Reports to

Project Manager

Supervises

None

Position Category

Specialist

Summary

Responsible for supporting project management to ensure the success of the County's capital projects, contracts for services, major procurements and strategic initiatives. Research, analyze and compile information to support efficient project planning, development and execution. Provide routine administrative and operational support to the County's Information Services and Facilities Management teams. Emphasis is on the coordination, document management and communication needed to support these activities.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Provide routine administrative and operational support to the County's Information Services and Facilities Management teams.
2. Support managers and teams throughout the organization in planning and developing projects. Research, retrieve and compile useful historic information during project scoping and development.
3. Actively maintain content within the County's comprehensive project information system used to capture, organize, store, share and communicate information on projects and contracted services.
4. Support the public procurement process for the County's capital purchases, contracted services and major operational expenditures.
5. During project development stages, retrieve, compile, analyze and present inventory, usage, historic, performance, billing and budgetary data needed to establish plans, draft scopes of work, weigh alternatives, evaluate proposals, report on activities and account for both project and contract expenditures.
6. Maintain a list of active contracts and agreements and monitor expiration dates along with historic and projected expenditures on contracted services.

7. Lend skills to support planning, development and execution of individual capital improvement, continuous improvement and organizationally strategic projects.
8. Work with Allegan County Service Areas to identify, develop and improve official records processes as defined by the State of Michigan Records Management Department.

Competencies

Competencies are listed below. Detailed descriptions of these competency levels is available in the Performance Expectations and Development Guide (pages 32-42) available on the internet. [Click here.](#)

Reference the Core Competency Expectation Level stated on page one of this job description. Variances from the Performance Expectations and Development Guide are listed below.

- Customer Focus
- Teamwork
- Employee Engagement
- Process Focus
- Financial Resources
- Goal/Results Oriented
- Communication
- Leadership & Influence
- Decision Making & Judgement
- Analysis & Problem Solving

Supervisory Responsibility

This position does not have direct supervisory responsibilities.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to express oneself and exchange information both verbally and in writing. The employee is frequently required to move about the office environment; operate a computer and other office machinery; and move or transport files or other items to meetings and other office spaces. This is largely a sedentary role; however, some filing is required. The ability to open filing cabinets and bend or stand on a stool as necessary is required.

Travel

Travel is required to County buildings and other locations as needed to support project planning, development and execution, and for meeting/training purposes.

Required Education and Experience

1. Associate's Degree in Project Management, Public/Business Administration or any other field that demonstrates development of key skills.
2. Two (2) years of experience in Project Management or Records Management.
3. Two (2) years of experience in Office Administration.
4. Highly proficient in Microsoft Word and Excel.

Preferred Education and Experience

1. Bachelor's Degree in Project Management, Public/Business Administration or any other field that demonstrates development of key skills.
2. Familiarity with Document Management Software (i.e. Adobe Acrobat, SharePoint, Filebound).
3. Familiarity with Databases and Graphics Software.

Other Duties

Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service delivery, and the ability to work productively as a member of a team or work group are basic requirements of all positions at Allegan County.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signature

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____