



CLASS TITLE | PROJECT MANAGER III

PAY GRADE: EX-44 | www.cityoftulsa.org/pay

Class Code: 2116

Effective Date: 10/02/2024

PURPOSE OF THE CLASSIFICATION: Under general direction is responsible for leading the timely fulfillment of complex programs and projects, driving innovation and operational efficiency; manages assigned subordinates to ensure seamless execution of tasks while fostering collaboration, mitigating risks and optimizing resources to deliver measurable results; and performs other related duties as assigned.

ESSENTIAL TASKS:

- Leads the implementation of programs and projects
- Forecasts schedules and parameters to ensure objectives and quality requirements are fulfilled
- Establishes and tracks key program and project criteria metrics
- Deploys and monitors personnel and technical resources according to requirements
- Assesses and monitors risks, analyzing impact on business requirements and revising as needed to ensure success
- Reports issues to appropriate management channels for escalation, as necessary
- Maintains on-going communication clients, project personnel, and key stakeholders throughout the life of programs/projects for successful implementation
- Maintains and provides regular comprehensive status reports and schedules
- Prepares and distributes project related materials, communications and relevant documentation such as memos, meeting minutes, presentations, and emails
- Leads meetings to clearly communicate information and foster attendee participation and collaboration
- Resolves technical and operational issues as required
- Assists with the creation and administration of training program development
- Manages subordinates by providing clear direction and guidance while maintaining a positive and inclusive environment
- Communicates job expectations by planning, monitoring, appraising, and reviewing job contributions
- Reports to work on a regular and timely basis

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

QUALIFICATIONS:

Training and Experience: Must meet the following criteria or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:

- (a) Completion of one hundred twenty (120) hours from an accredited college or university; **and,**
- (b) Five (5) years of experience relevant to the essential tasks listed in this job description

Knowledge, Abilities and Skills:

Knowledge of:

- Strong knowledge of staffing, planning, and people management
- Strong knowledge of project management methodology and best practices
- Strong technical understanding and ability to define and refine requirements through a project lifecycle
- Strong understanding of current communication, project tracking, and budget management technologies
- Fostering attendee participation and collaboration in small and large groups

Ability to:



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- Effectively employ concepts and techniques of program management and take responsibility for successful management and completion of programs on time and within budget
 - Effectively communicate both verbally and in writing, creating and giving public presentations
 - Work on fast-paced, multiple programs of varying complexity with tight deadlines, continually adapting to changing priorities
 - Solve problems in a timely fashion
 - Establish collaborative team-oriented relationships with people at all levels of the organization
 - Understand and influence the behavior of internal and external customers in order to achieve job objectives and cause action or understanding
 - Plan and create training programs and mentor, develop, and guide personnel
 - Work independently and as a team
 - Utilize the highest level of interpersonal skill in order to understand, select, develop, and motivate people at any level within or outside the organization

Skill in:

- Leadership and organizational skills, including effective decision-making
- Time management
- Stakeholder management
- Cost control and budgeting
- Public speaking and presenting
- Excellent meeting, workshop, and conference facilitation skills
- Conflict resolution and problem-solving
- Analytical thinking to manage shifting priorities, demands and timelines
- Teamwork and motivational skills
- Written and verbal communication
- Developing and maintaining positive and effective interpersonal relationships

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 20 pounds; may be subject to standing, walking, sitting, reaching, bending, and handling; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates:

- a) Possession of a valid Oklahoma Class "D" Driver license; **and,**
- b) Project Management Professional (PMP) certification or other relevant certification

WORKING ENVIRONMENT: Working environment is primarily office; and requires use of telephone and other office equipment.

EEO Code: E-02

Group: Fiscal

Series: Financial Management