

# Project Specialist: Project Manager

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Oversees and manages the operational aspects of ongoing projects and serves as liaison between project management and planning, project team, and line management. Reviews status of projects and budgets; manages schedules and prepares status reports. Assesses project issues and develops resolutions to meet productivity, quality, and client-satisfaction goals and objectives. Develops mechanisms for monitoring project progress and for intervention and problem solving with project managers, line managers, and clients.

## **Knowledge**

Develops advanced concepts, techniques, and standards. Develops new applications based on professional principles and theories. Viewed as expert in field within the corporation.

## **Problem Solving**

Develops solutions to problems of unusual complexity which require a high degree of ingenuity, creativity, and innovativeness. Challenges are frequently unique and solutions may serve as precedent for future decisions.

## **Discretion/Latitude**

Works under consultative direction toward long range goals and objectives. Assignments are often self-initiated. Virtually self-supervisory.

## **Impact**

Decisions affect the financial, employee, or public relations posture of the organization. Erroneous decisions or recommendations would normally result in failure to achieve goals critical to the major objectives of the organization.

## **Liason**

Serves as prime consultant and external spokesperson for the organization on highly significant matters relating to policies, programs, capabilities, and long-range goals and objectives.

## **Minimum Education and Experience**

15+ years directly related experience with Bachelor's Degree in Business, Information Technology or related field or equivalent experience and/or applicable industry certifications. Advanced MS Word, Powerpoint and Excel skills.