

Williamson County Job Description

Dept: Commissioners Court

Job Title: Project Manager II

FLSA: Exempt

Pay Grade: 31

Effective Date: TBD

JOB SUMMARY:

- Manages significant projects and responsible for conduction research, as assigned by the County Judge and/or the Commissioners Court.
- Communicates and coordinates with County departments, elected officials, and other stakeholders as necessary in project delivery.

ESSENTIAL DUTIES:

- Manages significant County and community projects as assigned by the County Judge and/or the Commissioners Court.
- Evaluates efficiency of various county program procedures, initiating changes as required.
- Develops project plans, and manages project scope, schedule and cost.
- Researches, prepares and manages various grant programs including budgetary oversight and ensuring grant program outcomes/deliverables.
- Participates in developing, implementing, and monitoring contracts and inter local agreements with external agencies.
- Develops in-depth knowledge of ongoing major project areas, such as grants, healthcare, transportation infrastructure, and justice.
- Assists departments countywide in strategic planning and process improvements.
- Supervise project staff from other departments as assigned to projects.
- Serves as a resource for agencies or political subdivisions that have business with the county.
- Communicates, frequently with office personnel, other county personnel, elected officials, department heads, external agencies and the general public as it pertains to the position.
- Readily complies with departmental and county-wide policies and procedures.
- Performs related special projects as assigned.
- The physical demands and environmental factors listed below as well as regular attendance are also essential functions for this position.

PHYSICAL DEMANDS:

- Position involves sitting at a desk or other workstation, typing, filing, making copies, standing and communicating to various members of the county, external agencies and the general public.

ENVIRONMENTAL FACTORS:

- Work is primarily indoors in an air-conditioned, smoke free office. Continual work at a computer keyboard.
- Williamson County has adopted a Tobacco-Free Workplace policy. This policy prohibits smoking or use of any tobacco product on Williamson County premises.

MINIMUM QUALIFICATIONS:

- Combination of education and experience equivalent to a Bachelor's degree in public administration, business administration, political science, public relations or related field.
- Four (4) years progressive project and/or program management and administration experience.
- Experience with Windows, Office 365, and project management software.

EMPLOYMENT TESTING:

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- Employment is contingent on passing post-offer, pre-employment and periodic drug testing and criminal background investigations.

PREFERRED REQUIREMENTS:

- Experience in local county government administration.
- Experience working with elected officials.

IRREGULAR HOURS:

- Work outside of the normal office hours (Monday-Friday 8 a.m. to 5 p.m.) may be required to meet deadlines and accuracy requirements.
- Non-Essential Personnel for Emergency Situations; unless employees are designated by Department Heads of employees are in other offices that are open.

ORGANIZATION RELATIONSHIPS:

- Reports administratively to the County Judge, reports to the Commissioners Court
- Direct Reports- N/A
- Number of Direct Reports- 0

FAIR LABOR STANDARDS ACT (FLSA) STATUS:

- Exempt (Salary)

SIGNATURES—REVIEW AND COMMENT:

I have reviewed this job analysis and its attachments and find it to be an accurate description of the demands of this job.

Signature of Employee

Date

(Update)
Job Title of Supervisor

Signature of Supervisor

Date

(If appropriate, if not Delete)
Job Title of Division Director

Signature of Division Director

Date

(Update)
Job Title of Elected Official

Signature of Elected Official

Date

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COMMENTS:

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.

DRAFT