**Project Manager I Standard Job Description**

**Classification Title:** Project Manager I

**FLSA Exemption Status:** Exempt

**Pay Grade:** 10

**Job Description Summary:**

The Project Manager I manages project activities including developing, implementing, tracking budgets, tracking timelines and deliverables, and providing periodic evaluations and reports for projects that are generally small in scope.

**Essential Duties and Tasks:**

**30% Project Management**

* Manages project portfolios in line with business strategies and in accordance with project management standards.
* Coordinates project resources in conjunction with resource holders and other project managers.
* Manages projects that the problem and solution are usually defined and easy to achieve.
* Manages project quality control and assurance.
* Establishes goals for project delivery.

**20% Stakeholder Coordination**

* Periodically conducts meetings with stakeholders to schedule and coordinate project activities.
* Collaborates with stakeholders to define project objectives, deliverables, timelines, and resource requirements.
* Facilitates internal team and external stakeholder meetings.
* Communicates project updates, risks, and issues to stakeholders in a clear and timely manner.
* Addresses stakeholder concerns, manages expectations, and ensures high levels of customer satisfaction.

**15% Reporting and Documentation**

* Prepares accurate and comprehensive project reports, including financial updates, progress against milestones, and change management processes.
* Completes all required project documentation and reports for clients and management.
* Maintains project documentation, including project plans, risk registers, issue logs, and lessons learned.
* Conducts data analysis and reports to determine project health and completion metrics.
* Gathers qualitative and quantitative data for project stakeholders.

**10% Team Leadership**

* Manages and supervises project team.
* Assigns tasks and responsibilities to team members, ensuring balanced workloads and optimal utilization of skills.
* Fosters a collaborative team environment, promoting effective communication and knowledge sharing.
* Identifies training and development needs for team members, providing coaching and mentoring as necessary.

**5% Quality Assurance**

* Ensures adherence to project management best practices, methodologies, and organizational standards.
* Monitors project deliverables for quality and compliance with established guidelines and regulations.
* Implements appropriate quality control measures and continuous improvement initiatives.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education:**

* Bachelor’s degree in related field or equivalent combination of education and experience.

Required Experience:

* Three years of related experience.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.

**Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive.
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures.
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

**Yes**

**No**

**Does this classification have the ability to work from an alternative work location?**

**Yes**

**No**