**Project Manager III Standard Job Description**

**Classification Title:** Project Manager III

**FLSA Exemption Status:** Exempt

**Pay Grade:** 14

**Job Description Summary:**

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

**Essential Duties and Tasks:**

**30% Project Management**

* Defines project mission and vision, establishes strategic alignment, and identifies stakeholders.
* Manages project portfolios in line with business strategies and in accordance with project management standards.
* Periodically conducts meetings with stakeholders to schedule and coordinate project activities.
* Coordinates project resources in conjunction with resource holders and other project managers.
* Manages projects that the problem and solution are somewhat difficult to achieve.

**20% Quality Control and Assurance**

* Manages project quality control and assurance.
* Establishes goals for project delivery.
* Applies current best practices in vendor selection, contract negotiation, and project lifecycle.
* Provides periodic evaluations and reports for projects.
* Ensures compliance with university and system policies, rules, and procedures.

**15% Budget and Resource Management**

* Monitors and complies with project budgets and schedules that usually have a moderate impact on financial revenue and expenses.
* Develops, implements, and tracks budgets.
* Coordinates project resources and monitors budgets and spending.
* Tracks deliverables, publications, and other measures of success.
* Ensures security of data.

**10% Stakeholder Coordination**

* Facilitates interactions among faculty, staff, and trainees.
* Works with external advisory boards to facilitate external oversight of activities.
* Collects and prepares data for use in official correspondence.
* Coordinates with stakeholders to ensure that projects are meeting their needs.

**5% Reporting and Documentation**

* Prepares and submits monthly and annual progress reports.
* Collects and organizes information.
* Maintains website content and social media.
* Analyzes project requirements and outcomes.
* Provides periodic evaluations and reports for business process projects and standard operating procedures.

**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:**

* Seven 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**

[x]  **No**

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

[ ]  **Yes**

[x]  **No**