**Project Manager IV Standard Job Description**

**Classification Title:** Project Manager IV

**FLSA Exemption Status:** Exempt

**Pay Grade:** 15

**Job Description Summary:**

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

**Essential Duties and Tasks:**

**30% Project Management**

* Defines and ensures project mission and vision are met.
* Establishes goals for project deliveries.
* Manages projects where the problem and solution are difficult and complicated to achieve.
* Manages project quality control and assurance.
* Directs and coordinates activities of project personnel to ensure project progress is on schedule and within prescribed budget that usually has a significant impact on financial revenue and expenses.

**20% Strategic Planning and Development**

* Leads short- and long-term strategic planning for activities that include identifying emerging trends and developing potential solutions.
* Provides analysis of current trends and potential emerging opportunities.
* Helps establish the direction, goals, agendas, implementation strategies, and policies of research activities.
* Develops and seeks funding for programs as needed to promote missions.
* Participates in proposal development, research collaborations, and research program development activities.

**15% Stakeholder Coordination**

* Defines objectives to meet project mission and vision and establish strategic alignment in conjunction with stakeholders.
* Prepares program reports for grant and contract activities from startup through completion.
* Manages budgets and sponsored project accounts and plans research activities keeping in mind program deadlines and sponsor requirements.
* Coordinates planning and scheduling budgeted activities to ensure timely and efficient resource use.

**10% Compliance and Quality Assurance**

* Ensures project compliance with federal, state, and institutional requirements.
* Monitors progress of project and reviews for continuous improvement.
* Provides technical oversight on training and resources for research staff, students, and visiting scholars to ensure project mission and objectives are achieved.

**5% Communication and Outreach**

* Provides regular communication with project personnel and support staff, student employees, and other related staff.
* Organizes meetings, workshops, tutorials, and training sessions in support of project activities.
* Represents user community in statewide, national, and international forums or partnerships.
* Serves on various committees and represents the organization at various associations.

**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.

**Qualifications**

**Required Education:**

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

**Required Experience:**

* Nine years of related experience.

**Required Licenses and Certifications:**

* None

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

* Ability to multitask and work cooperatively with others.

**Additional Information**

**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**