

Texas A&M System-Wide Classification Description

Classification Title Code/Title: 8540/Project Manager IV

Exempt Status: Exempt

***Exemption is subject to applicable salary requirements from the Department of Labor**

Pay Grade: 15

Job Summary: 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 Responsibilities

- Defines and ensures project mission and vision are met. Establishes strategic alignment, and defines 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 difficult and complicated to achieve.
- Manages project quality control and assurance. May have significant links to other projects.
- Establishes goals for project delivery. Applies current best practices in vendor selection, contract negotiation, and project lifecycle.
- 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.
- Manages and supervises project team.
- Performs other related duties as assigned.

This document represents the major duties, responsibilities, and authorities of this job, and is not intended to be a complete list of all tasks and functions. Other duties may be assigned.

Additional Responsibilities

Minimum Requirements

Education – Bachelor's degree in related field. An equivalent combination of education and experience may be considered.

Experience – Nine years of related experience in project management including related supervisory experience.

Knowledge, Skills, Abilities

Registration, Certification, or Licensure

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Supervision Received/Given - Works under general direction and may supervise

Other Requirements

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The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- *List physical demands