

## Texas A&M System-Wide Classification Description

**Classification Title Code/Title: 9154/Project Manager I**

**Exempt Status: Exempt**

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

**Pay Grade: 10**

**Job Summary:** 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 Responsibilities**

- 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 usually defined and easy to achieve.
- Manages project quality control and assurance.
- Establishes goals for project delivery. Applies current best practices in vendor selection, contract negotiation, and project lifecycle.
- Provides input on designated budget that usually has a minor 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* – Three years of related experience in project management including related supervisory experience.

### **Knowledge, Skills, Abilities**

### **Registration, Certification, or Licensure**

**Supervision Received/Given - Works under general supervision 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