

Fort Monroe Authority

Position Description – Project Manager

Job title:	Project Manager, Fort Monroe Authority (FMA)
Department:	Operations
FLSA status:	Exempt, FTE
Salary:	\$60,000 w/full State benefits
Work Conditions:	Office environment in historic building, not ADA accessible. Light lifting. Regular 40 hour workweek, 8:30 AM – 5:00 PM, occasional weekends.
Reports to:	Deputy Executive Director

Responsibilities of the Project Manager:

1. Serves as Project Manager responsible for overall management, control, coordination and execution of assigned projects. Projects may consist of but not be limited to management and oversight of design, rehabilitation and/or construction of various infrastructure systems and buildings and coordination with applicable Federal, State, and Local agencies.
2. Performs as project leader, implements corporate decisions, guidance, laws, regulations and policy in the development of the project and intermediate products in support of the project.
3. Provides input to the operating and capital improvements budget related to projects assigned.
4. Participates in programming decisions affecting long and short-range courses of action for assigned projects.
5. Provides technical guidance and program specifications to managers, staff and other line managers on problems affecting the promotion, development, training and recruitment of employees and applicants.
6. Collects and compiles data and develops local applications as necessary to perform statistical analysis using spreadsheets, graphics and database applications.
7. Coordinates the planning, design, cost, etc for projects of substantial scope and complexity.

Assignments may also include coordination of a combination of single facility/feature projects which are limited in scope and complexity but are performed along with the aforementioned projects described.

8. Serves as primary point of contact for projects assigned with sponsor/customer; Federal, State and Local government agencies and other external organizations.
9. Keeps managers fully informed about project progress, issues and their resolution and any impact on costs.
10. Assures agencies participation in the project is in accordance with the agreed upon management plan and sponsor/customer commitments.
11. Assures early identification of project problems or issues and facilitates the resolution of identified problems or issues in the most appropriate manager.
12. Develops plans, participates and/or organizes special programs as assigned.
13. Performs other duties as assigned.

Qualifications:

- Comprehensive knowledge of the full range of principle concepts, and methodology associated with project management of assigned projects.
- Knowledge of the policies and procedures of the business operations, such as contracting, finance and accounting, budget, counsel, information management, EEO, etc. to coordinate and resolve questions/problems.
- An effective combination of the following: training in and/or experience in utilities, building and landscape renovations, restoration, demolition, systems maintenance/repairs, construction management, project research and organization, estimating and regulatory compliance (especially historical and environmental).
- Experience with Federal, State and/or local government administration or programs a plus.
- Skill in maintaining effective working relationships with both internal and external customers.
- Skill in written and verbal communications to explain/defend status of project, make presentations in public forums, etc.
- Knowledge of automated systems sufficient to input and retrieve pertinent program information for assigned projects, experience with Geographic Information Systems

(GIS) a plus.

- Broad technical background and experience in various functions of municipal government operations.
- Full and in-depth understanding of procedures and authorization and appropriation processes.
- Ability to integrate sponsor/customer requirements and participation into a comprehensive management plan that is fully coordinated with all contributing agencies and organizations.
- Proficient in Microsoft Office software.
- Ability to work independently in accordance with overall objectives.

The Fort Monroe Authority is in compliance with EEOC.

For consideration please email or mail resume, cover letter and completed Fort Monroe Authority job application (available on website) to Joan Baker, FMA Human Resources Manager at:

jbaker@fmauthority.com

Or:

Fort Monroe Authority

ATTN: Joan Baker

151 Bernard Road

Fort Monroe, VA 236651

Incomplete applications will not be considered.