



<b>Job Title</b>	<b>Business Project Manager I</b>	<b>FLSA Status</b>	<b>Exempt</b>
<b>Band</b>	<b>PRO</b>	<b>Probationary Period</b>	<b>12 Months</b>
<b>Zone</b>	<b>4</b>	<b>Job Code</b>	<b>19521</b>

**Class Specification – Business Project Manager I**

<b>Summary Statement:</b>	
<p>The purpose of this position is to serve as a project manager for designated projects within a department or division of the City of Colorado Springs. Responsible for planning, administering and completing assigned projects, which may cross several functional areas of City administration. Assignments vary in length and complexity, but are generally not permanent.</p>	
<b>DISTINGUISHING CHARACTERISTICS:</b>	
<p>This is the entry level class in the Business Project Manager series. This class is distinguished from the (II level) by the performance of the more routine tasks and duties assigned to positions within the series. In addition, employees at this level work under general supervision, receiving instruction or assistance as new or unusual situations arise. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Advancement to the "II" level is based on demonstrated proficiency in performing the assigned functions, and is at the discretion of higher level supervisory or management staff.</p>	
<b>Essential Functions</b>	Note: Regular and predictable attendance is an essential function in the performance of this job.
<b>Time %</b> (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
40%	Identifies project needs and manages operational enhancement; manages budget; develops and estimates required resources; sets project development priorities and schedules; anticipates project success through the effective delivery of high quality processes that address continuous improvement.
40%	Monitors, manages, and projects future project costs for budget purposes and analysis. Facilitates problem solving activities with the project team and engages appropriate resources to reach solutions. Acts as a technical expert in a functional area, provides consultative and technical guidance to managers and other stakeholders and handles sensitive and confidential issues, complaints or inquiries as they relate to the project.



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10%	Directs, coordinates and monitors the progress and implementation of assigned City projects and project staff. The Project Manager has department/division level responsibility and may have some city-wide responsibilities of defined scope. Implements procedures for evaluating effectiveness of the functional area, ensures compliance with applicable laws, regulations, and policies, and assists in establishing processes and controls to ensure compliance.
10%	Tracks and reports project progress and shares out to the appropriate parties. Assists with RFP's and RFI's. Collaborates with other departments and stakeholders as it relates to completing projects on time and within budget.

**Competencies Required:**

**Human Collaboration Skills:** Communications are highly sophisticated and involve final decisions or recommendations regarding policy development and implementation. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes.

**Reading:** Advanced – Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

**Math:** Advanced – Ability to apply fundamental concepts of theories; work with advanced mathematical operations methods and functions of real and complex variables. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

**Writing:** Advanced – Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

**Technical Skills Required:**

**Skilled in a Technical Field:** Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.



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**Relevant Background and Formal Education:** Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Bachelor’s degree from an accredited college or university with major course work in business administration, project management or a related field.

Experience: One year of full-time professional project management or business support experience.

**Education and Experience Equivalency**

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

**Certifications and Licenses:** Must possess or be able to acquire one of the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.	
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**Supervision Exercised:**  
Work requires the occasional direction of helpers, assistants, seasonal employees, interns or temporary employees

**Supervision Received:**  
Receives General Direction: The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

**Fiscal Responsibility:**  
Monitors budget/fiscal expenditures (typically non-discretionary expenditures) or responsibility for fiscal management of capital project(s). May recommend budget allocations.



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**Physical Demands:**  
 Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.

<b>Environmental Conditions</b>	<b>Frequency</b>
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never

**Machines, Tools, Equipment, and Work Aids:** Computer, printer, copier, telephone, projector, and standard office equipment.

**Specialized Computer Equipment and Software:** Microsoft Office, Project Management tools and software.

*The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.*

Original date: June 2021