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|------------------|---|----------------------------|------------------|
| <b>Job Title</b> | <b>Business Project Manager, Senior</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>9</b>                                | <b>Job Code</b>            | <b>19541</b>     |

**Class Specification – Business Project Manager, Senior**

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| <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 advanced journey level class in the Business Project Manager series. Positions at this level possess a specialized, technical, or functional expertise within the area of assignment and may exercise lead supervision over assigned lower level staff. Employees are typically assigned significant responsibilities above the journey level and often exercise independent judgment in the performance of all duties. This class is distinguished in that it performs the most complex work assigned to series or serves in a working supervisory capacity over lower level staff.</p> |  |
| <b>Essential Functions</b>  | Note: Regular and predictable attendance is an essential function in the performance of this job.  |
| <b>Time %</b><br>(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. Leads 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: Five years of full-time professional project management or business support experience including two years of supervisory 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.

|  |           |
|--|-----------|
| Project Management Professional Certification  | Upon Hire |
| Certifications required in accordance with standards established by departmental policy. |           |

**Supervision Exercised:**  
 Work requires supervising and monitoring performance for a regular group of employees or department including providing input on hiring/disciplinary action and work objectives/ effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these tasks.

**Supervision Received:**  
 Receives Administrative Direction: The employee normally performs the duty assignments with broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance.



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**Fiscal Responsibility:**

Oversees budget preparation. Reviews and approves expenditures of significant budgeted funds or does research and prepares recommendations for organization-wide budget expenditures.

**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