



Job Title: Project Manager I
Job Code: W1380
Pay Grade: WQ
Exempt: No
Probation: Twelve-month initial probationary period

Job Overview

Perform mid-level project management duties of moderate complexity in any of a large variety of agencies, divisions, or departments with responsibility for planning, budgeting, organizing, coordinating, directing, and controlling personnel, material, and physical resources to achieve project objectives. Specifically, Project Managers manage discreet projects or multiple projects rather than fixed teams of personnel.

Job Duties and Responsibilities

Note: The following duties are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Depending on assigned area of responsibility, incumbents in the position may perform some or all of the activities described below.

- Establish administrative procedures and guidelines to ensure effective project/program outcomes.
- Review and act on administrative and operational problems of considerable complexity.
- Coordinate with other branches/sections within own organization and external agencies/departments to ensure efficient flow of communications and services; interprets, explains and ensures compliance with project requirements, regulations and procedures.
- Prepare and/or monitors project/program budgets, monitor status of allocated funds and control expenses.
- Assess project staffing needs and acts to ensure appropriate staffing to complete project objectives.
- Coordinate functions; assign, monitor and review work; and initiate corrective action, as needed.
- Monitor project schedules and control resources to ensure timely completions of scheduled projects/programs.
- Perform other related duties as required.

Knowledge, Skills, and Abilities

- Considerable knowledge of the functions, activities, requirements and objectives of the specific project to which assigned.
- Considerable knowledge of the principles and practices of project management.
- Ability to communicate effectively, both orally and in writing.
- Ability to effectively coordinate resources and manage these resources to a successful project outcome.

HILLSBOROUGH COUNTY **SHERIFF'S OFFICE**

DAVID GEE, SHERIFF

Tampa, FL



joinhcsso.com

- Ability to establish and maintain effective working relations with others within and outside own organization.
- Ability to use initiative, and exercise sound judgment.
- Ability to collect, organize, and analyze data and make logical decisions.
- May require specialized technical knowledge of a specific operational area.
- Ability to coordinate specialized work in a specialized area.
- Ability to use a computer and related software.

Minimum Qualification(s)

Note: Applicants must meet the following requirement(s) to be considered minimally qualified for the job.

Graduation from an accredited four-year degree granting college or university; and
Three years of program/project management experience directly related to the position duties.
OR

A Master's Degree from an accredited college or university; and
Two years of program/project management experience directly related to the position duties.
OR

An Associate's Degree from an accredited college or university; and
Five years of program/project management experience directly related to the position duties.
OR

Graduation from high school or possession of a GED Certificate; and
Six years of program/project management experience directly related to the position duties.

Additional Requirements

- Possession of a valid Florida driver's license at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months.
- No illegal drug use after 30 years of age.
- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- Prior military personnel must not have a dishonorable discharge from any branch of the United States Armed Forces, the United States Coast Guard, National Guard, or Reserve Forces.
- Successful completion of a criminal background investigation or update including polygraph, reference/employment/neighborhood checks, and medical evaluation.