

**ASSOCIATE PROJECT MANAGER**

**Duties and Responsibilities**

This class of positions encompasses project management and coordination work of varying degrees of difficulty and responsibility. All personnel may supervise subordinate staff. There are three Assignment Levels within this class of positions. All personnel perform related work. The following are typical assignments within this class of positions.

**Assignment Level I**

Under general supervision, is responsible for planning, coordinating and directing the implementation of the design and construction of capital projects of moderate size and complexity.

**Assignment Level II**

Under direction, is responsible for planning, coordinating and directing the implementation of the design and construction of large and/or complex capital projects.

**Assignment Level III**

Under general direction, is responsible for managing the implementation of one or more capital projects through the scope, design, and construction phases. Performs supervisory work over a large group of capital project management employees, or directly oversees very large, complex projects which are of the highest priority for an agency.

ASSOCIATE PROJECT MANAGER (continued)

Examples of Typical Tasks

Maintains a management information system to provide data for the planning and control for project development.

Establishes project time and cost schedules.

Determines and coordinates the activities required between the persons, agencies and departments responsible for project completion.

Reviews all schedules, reports and orders prepared by consultants, contractors and agencies to assure conformance with project completion dates.

Checks work performance and prepares management reports which stress significant problems.

Resolves problems that arise in meeting schedules and costs.

Meets with City agencies, contractors and citizen groups.

Advises and makes recommendations to client agencies in formulating project needs, options, and consequences, assuring that functional requirements are adequately articulated and that proposed projects fulfill these requirements. Assists client agencies in developing scope of project, drawing upon own agency's technical resources to develop conceptual estimates and schedules.

Oversees the consultant selection and contracting process, and manages these contracts, or retains in-house design and construction management staff.

**ASSOCIATE PROJECT MANAGER** (continued)

**Examples of Typical Tasks** (continued)

With the client agency, conducts a post-occupancy evaluation of facilities.

Supervises subordinate employees.

In the temporary absence of immediate supervisor, may assume the duties of that position.

May incidentally perform duties of subordinates.

**Qualification Requirements**

One year of full-time satisfactory experience in supervising employees performing project management work, such as planning, administering, managing, coordinating or expediting, on engineering and/or architectural and/or landscape architectural projects, or supervising a construction project with a value of \$1,000,000 or more, and either:

1. A baccalaureate degree from an accredited college or university in engineering, engineering technology, architecture, architectural technology, landscape architecture, business administration, or public administration, and one year of full-time satisfactory experience in project management work, such as planning, administering, managing, coordinating, or expediting, for engineering and/or architectural and/or landscape architectural projects; or
2. A four year high school diploma or its educational equivalent and five years of experience as described in "1" above; or

**ASSOCIATE PROJECT MANAGER** (continued)

**Qualification Requirements** (continued)

3. A four year high school diploma or its educational equivalent plus any combination of college or university education and/or experience described in "1" above to make up the equivalent of five years of education and experience. One year of experience credit will be given for: **(a)** each 30 semester credits of college or university education leading to a bachelor's degree from an accredited college or university in engineering, engineering technology, architecture, architectural technology, landscape architecture, business administration, or public administration; **(b)** a Masters degree from an accredited college or university in one of the disciplines described in "1" above; or **(c)** a valid New York State license as a Professional Engineer, Registered Architect or Registered Landscape Architect.

Experience which is primarily of a design nature is not acceptable towards meeting the qualification requirements.

**Assignment Level II: Special Requirements**

In addition to meeting the qualification requirements for Assignment Level I, candidates must have at least one additional year of experience as described in "1" above in a supervisory capacity or have served for at least one year as a project manager for a large and/or complex construction project.

**Assignment Level III: Special Requirements**

In addition to meeting the qualification requirements for Assignment Level I, candidates must have at least two additional years of experience as described in "1" above in a supervisory capacity or have served for at least two additional years as a project manager for a large and/or complex construction project.

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PROJECT MANAGEMENT  
OCCUPATIONAL GROUP [325]

CODE NO. 22427

ASSOCIATE PROJECT MANAGER (continued)

Direct Lines of Promotion

From: Project Manager (22426)

To: Administrative Project  
Manager (M 83008)