

PROJECT MANAGER – PUBLIC SERVICE PROJECT

Function of Job:

Under general direction of project Director/University official, manage public service project operations, including grant and contract compliance and public relations; provide educational and technical assistance in support of the project; and assume director's role in director's absence.

Characteristic Duties and Responsibilities:

1. Manage and assist in evaluating project policy, procedures, and objectives.
2. Act as project director in director's absence.
3. Manage all public relations efforts of the project, including preparing, editing, writing, and overseeing publication and dissemination of project materials, newsletters, and press releases and establishing contacts with the media.
4. Supervise the implementation of strategic plans and development projects.
5. Design, plan and implement research projects and conduct and analyze research to support project goals.
6. Write reports and maintain database, records, and documents to support project and meet outside agency requirements as assigned.
7. Prepare and deliver presentations about the project to interested groups.
8. Assist with budget development and supervise budget and financial reporting.
9. Ensure compliance with contract funding, policies and procedures and oversee project audits.
10. Research, write and/or revise grant and contract proposals for project and assist with contract negotiations.
11. Hire, train, supervise, and evaluate staff.
12. Act as liaison with business organizations, legislators, boards, and public agencies related with the project as assigned.
13. Serve on committees and boards as assigned.
14. Perform related duties as assigned.

Minimum Acceptable Qualifications:

1. Master's degree in Business or related discipline and five years of related experience, or Bachelor's degree and eight years of related experience.
2. Research experience related to project specialization.
3. Supervisory experience.
4. Willingness to travel as required in project area.
5. Knowledge of grant and contract administration and/or public policy making processes.
6. Excellent interpersonal and communication skills, including public speaking.

Additional Desirable Qualifications:

1. Experience working on a major grant, contract or public service organization.

6/9/00

System Approval

12/27/99

Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.