

## PROJECT TEAM LEADER

### KIND OF WORK

Advanced professional project lead work.

### NATURE AND PURPOSE

Under limited supervision/procedural control, an employee in this class provides leadership, guidance, technical expertise and coordination to the activities of a team performing evaluation, development, design, testing and/or implementation in a project environment of multi-faceted/multi-program scope and of large scale. Activities of the team may be focused on singular or limited number of activities/programs (implementation, design, testing, etc.) and/or functional areas. Performs related work as required.

This class is distinguished from the Project Consultant and Project Consultant Senior classes because the Project Team Leader provides ongoing leadership to direct the work of a project team. This class is distinguished from the Project Supervisor because the Project Team Leader does not perform the full range of supervisory responsibilities for the project team.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Serves as team leader and expert resource for other project and agency staff involved in the design and testing of project activities so that progress is maintained using modeling, Gantt Charts, PERT Diagrams, and other techniques.

Facilitates input from all appropriate stakeholders in the analysis and development of project activities to coordinate communications and guide expectations using meetings, focus groups, written communications.

Designs additions and develops modifications to activities so they accommodate and reflect desired outcomes using analytical tools appropriate to the functional processes under analysis.

Evaluates the effectiveness of current practices and recommends re-engineering when appropriate to ensure desired outcomes using focus groups, brainstorming, and other data collection and analytical methodologies.

Analyzes problems regarding activities, identifies source of problems and solves the problem to ensure desired outcomes by implementing modifications or redirecting the problem to another team for resolution.

Consults with and advises implementation staff during conversion/implementation to ensure that targets are met and outcomes will be achieved through meetings and reports.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Detailed technical knowledge of the project's subject matter sufficient to advise project professional staff and provide ongoing leadership to the team.

Skill in:

Strong communication skills, both oral and written.

Problem solving and creativity are critical and skills such as logical reasoning, objective interpretation and ability to conceptualize are essential.

Demonstrated conceptual, analytic and problem solving skills.

Ability to:

Communicate to both technical and non-technical personnel, to users and staff.

Work in a team environment and coordinate activities with other members of the team and other project teams.

Facilitate consensus and identify appropriate directions.

Manage a diverse number of concurrent activities and efforts.

Understand interrelationships of programs and other issues as dictated by project nature.

LEGAL OR LICENSURE REQUIREMENTS (These must be met by all employees prior to appointment to the class.)

Employees in this class are appointed to the unclassified service under the authority of M.S. 43A.08 (Subd. 2a) "Temporary unclassified positions. The Commissioner, upon request of an appointing authority, may authorize the temporary designation of a position in the unclassified service. The commissioner may make this authorization only for professional, managerial or supervisory positions which are fully anticipated to be of a limited duration."

Furthermore, this class is only intended to staff projects of limited duration. Projects have defined starting and ending dates, clearly specified objectives which define the scope of the work to be performed and frequently have a temporary organization that will be dismantled once the project is completed.

Est.: 2/93  
Rev.: 6/94

T.C.:  
Former Title(s):