

## PROJECT FUNCTIONAL MANAGER

### KIND OF WORK

Management work directing a single focus/functional program project (either single agency or multiple agencies).

### NATURE AND PURPOSE

Under administrative direction, an employee in this class manages the program/system development of a single focus activity/program of moderate size or as a portion of a larger multi-faceted complex project that is time limited and in the unclassified service. Performs related work as required.

This class is distinguished from the higher Project Manager class by the size and scope of the project (or project portion) being managed and because the Project Manager defines the strategic goals which this class further refines. The Project Functional Manager class is distinguished from the Project Supervisor because it refines the Project Manager's and/or Management Team's strategic goals and objectives by managing human and fiscal resources to accomplish them.

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

Manages (if single focus project of moderate size) or co-manages (if part of multi-faceted large scale project) the contractor and state development staff to ensure the new systems provide the required functionality and meet user needs using ideation, mathematical modeling, estimating, Gantt Charts, PERT diagrams, planning summary worksheets, milestone charts.

Ensures that development activities are on schedule and within budget to meet timelines and cost constraints using Gantt Charts PERT diagrams, project costing, milestone charts.

Ensures that sponsoring and line agency stakeholders are involved in the development process to be sure outcomes meet user and stakeholder needs and expectations are controlled using ideation, feedback, negotiating, testing.

Assists in or sets the direction of the overall management of the project as an active member of the senior management team to ensure timely completion of project using communications, negotiating and problem resolution skills.

Provides status reports for legislative, steering committee, sponsoring agency and line agency audiences to keep stakeholders informed using project evaluation forms, information integration, budget control charts, project control charts.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Technical knowledge of the project's subject matter sufficient to refine and clarify strategic goals and objectives, to organize human and fiscal resources.

Skill in:

Demonstrated skill in applying the principals of organization, management and administration (decision making, organizing, directing, coordination, assessing, facilitating, negotiating, mediating, delegating, budgeting, managing time and human resources, public speaking, and relating to the public).

Strong planning skills and experience.

Ability to:

Strong analytical abilities to effectively manage development to meet business needs and to recognize when business practices should be changed.

Anticipate and critically analyze a broad range of complex problems and issues

Handle numerous projects with the ability to plan, organize, set priorities and delegate.

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):