



DEPARTMENT OF HUMAN RESOURCES

City Hall | 340 North Washington Avenue | Scranton, PA 18503 | 570.348.4246

PROJECT MANAGER

Business Administration

GENERAL DESCRIPTION

The Project Manager for the Business Administration office plans, manages, and executes all the steps of business projects from start to finish. The Project Manager will directly report to the City's Business Administrator.

DUTIES AND RESPONSIBILITIES

- Business project managers design project plans, estimating how many staff members will be needed to complete projects and outlining the materials needed to bring proposed projects to completion
- Business project managers look to the distant future to determine ways to increase company profitability, developing long-term business goals and strategies to grow the company.
- Business project managers analyze project costs, schedules, consumer response, risk analysis, and other factors. They analyze business projects before, during, and after they are carried out
- Business project managers create verbal and written reports for upper management and executives, briefing them on whether projects are meeting their schedules and deadlines. If projects are running behind, business project managers explain what went wrong and how the issue is being fixed
- Business project managers supervise staff progress on implementing projects, meeting with staff members to advise them on how to best stay within their timeline and budget goals for individual projects

REQUIRED TRAINING, EXPERIENCE, KNOWLEDGES, SKILLS AND ABILITIES

A Bachelor's degree in computer science, business administration, project management, or a similar field of study.

5+ years in a business or executive management role.

Proven experience organizing and directing multiple teams and departments.

Excellent communicator in written and verbal form.

Extremely versatile, dedicated to efficient productivity.

Experience planning and leading strategic initiatives.

Experience with data analysis.

Experience with budget management.

Consulting experience with a focus on operations management.

Proven success in a project coordination role.

Nimble business mind with a focus on developing creative solutions.

Strong project reporting skills, with a focus on interdepartmental communication.