

**WEST VIRGINIA UNIVERSITY RESEARCH CORPORATION
POSITION DESCRIPTION**

Working Title	Project Manager (NAFTC218)
Department	National Alternative Fuels Training Consortium (NAFTC)
Position Location	Morgantown/Monongalia County
Position Terms	Full-time (40 hpw), benefit eligible
ARRA Funded	

Purpose

This position will manage all aspects of the day-to-day operational needs for multiple complex projects at the NAFTC.

Serves as a resource contact relative to project management. Independently uses professional concepts and techniques, as well as organizational policies to solve a wide range of moderate to complex problems in imaginative and practical ways. Depth skills, knowledge, and interpretive abilities, as well as some creativity, are required to successfully perform duties. Work effort often addresses non-routine matters within established protocol, guidelines, and/or policies. Work effort has significant impact on client services and operations, producing moderate to major organizational, legal and financial results and/or liabilities. Position duties require oversight of projects.

Duties & Responsibilities

Responsibilities are functional in nature, and performed under limited supervision. Specific tasks include, but are not limited to:

- 1) Manages all aspects of the day-to-day operational needs of multiple complex NAFTC projects.
- 2) Creates and executes project work plans and revises as appropriate to meet changing needs and requirements.
- 3) Identifies resources needed for projects and recommends solutions.
- 4) Develops subcontract statements of work.
- 5) Manages contractors/subcontractors to accomplish deliverables, e.g. provides direction, solves issues, reports to management team, etc. as required and/or directed.
- 6) Reviews, monitors, and tracks deliverables of award(s) from funding agencies to make sure deadlines are on schedule.
- 7) Develops and manages project budgets according to agency guidelines.
- 8) Analyzes project profitability, revenue, margins, bill rates and utilization.
- 9) Researches funding to find new funding and projects.
- 10) Prepares written reports, correspondence and presentations to management team, funding agencies, others in university.
- 11) Monitors, tracks and reports on project expenditures with accountant and/or management team.

Supervisory/Lead Role

Reports to the Assistant Director - Communications. Normally receives no instructions on routine work, general instructions on new assignments. Determines methods and procedures on new assignments. General sharing of knowledge and team participation is expected in the role.

Program, project or activity lead and work coordination responsibilities will be assigned in this position. Guidance or supervision of others will be required.

Physical Demands

Must be able to operate standard office equipment including a computer, copy machine, printers, telephones, faxes, and others. Must be able to lift up to 30lbs. May occasionally require reaching to high or low places for lifting of files and other office items and equipment. Must independently travel for work assignments. Activities are predominantly non-manual though some manual work may be included. Must be able to operate standard office equipment including a computer, copy machine, printers, telephones, faxes, and others.

Work Environment

Normal office environment with occasional travel exposing incumbent to varying weather conditions.

Requisite Qualifications

Education and/or Experience

- 1) Bachelor's degree in business, program administration, public administration or related;
and
and
- 2) three to five years of successful project development and management experience;
or
- 1) equivalent combination of education and experience.

Skills, Knowledge Abilities

- 1) Exceptional organizational and time management skills.
- 2) Group facilitation, mediation and conflict resolution skills.
- 3) Skill in organizing resources and establishing priorities.
- 4) Excellent English language oral and written skills.
- 5) Proficiency in Microsoft Office Suite required.
- 6) Strong ability to multi-task multiple projects at the same time.
- 7) Excellent attention to detail, flexible and adaptable to change.
- 8) Knowledge of project management principles, practices, techniques and tools.
- 9) Demonstrated knowledge and skill in using MS Project, and Microsoft Office Suite.
- 10) Advanced knowledge of processes and procedures, the service and/or product and its application.
- 11) Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulations.
- 12) Ability to write reports, business correspondence, and procedure manuals.
- 13) Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- 14) Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.
- 15) Ability to compute rate, ratio and percent and to draw and interpret bar graphs.

- 16) Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- 17) Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- 18) Demonstrated ability to work in a team environment and provide effective communication with the team.
- 19) Demonstrated ability to communicate effectively, both orally and in writing.
- 20) Demonstrated ability in problem solving, especially in high stress situations.
- 21) Ability to write work statements for proposals.
- 22) Demonstrated ability to operate effectively in a fast-paced high –volume environment.
- 23) Demonstrated ability to manage budgets.
- 24) Ability to maintain confidentiality.
- 25) Ability to maintain proper attendance and appropriate punctuality standards in a flexible work environment; dependable work ethic.

Behavioral Competencies

- 1) Technical skills – Strives to continuously build knowledge and skills; pursues training and development opportunities; assess strengths, weaknesses, and shares expertise with others.
- 2) Problem solving – Gathers and analyzes information, identifies problems, develops alternatives, uses reason even when dealing with emotional topics and works well in groups and resolves matters timely.
- 3) Internal & External Customer Service – Manages difficult or emotional matters with objectivity and openness; responds promptly to needs and requests for service and assistance; meets commitments and dates, notifies others if change occurs; provides, solicits and applies feedback; and builds goodwill through balanced contributions, positive approach, respect and support of others.
- 4) Communications – Demonstrates group presentation skills, participates in meetings, listens and gets clarification, is responsive and speaks clearly and persuasively in positive and negative situations. Writes and edits clearly and informatively, varies style to meet needs, presents numerical data effectively, and able to read and interpret written information.
- 5) Organizational Support – Aligns work and develops strategies to meet organizational goals; seeks to improve and promote quality; demonstrates accuracy and thoroughness; and upholds organizational expectations and values.
- 6) Self Management – Responds to management direction; resourcefully adapts to changes in work environment and circumstances; responds well under pressure and manages competing demands; takes calculated risks, asks for and offers help when needed; exercise discretion and sound judgment; is tactful and responsible for own actions.

Preferred Qualifications & Credentials

Education and/or Experience

- 1) Experience with Microsoft Project software