

**PROJECT MANAGER INTERN**

**Duties and Responsibilities**

Under supervision, with limited latitude for independent judgment and action, performs elementary level project management work and receives training in project management work of moderate difficulty; performs related work.

**Examples of Typical Tasks**

Is trained in and assists in the following:

Maintains a management information system to provide data for the planning and control of project development.

Establishes project time and cost schedules.

Determines and coordinates the activities required between the persons, agencies and departments responsible for project completion.

Reviews all schedules, reports and orders prepared by consultants, contractors and agencies to assure conformance with project completion dates.

Checks work performance and prepares management reports which stress significant problems.

Resolves problems that arise in meeting schedules and costs.

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**PROJECT MANAGER INTERN** (continued)

**Examples of Typical Tasks** (continued)

Meets with City agencies, contractors and citizen groups.

Assists client agencies in formulating project needs, options, and consequences, assuring that functional requirements are adequately articulated and that proposed projects fulfill these requirements. Assists client agencies in developing scope of project, drawing upon technical resources of project manager's agency to develop conceptual estimates and schedules.

Assists in overseeing the consultant selection and contracting process, and manages these contracts, or retains in-house design and construction management staff.

With the client agency, conducts a post-occupancy evaluation of facilities.

May be required to operate a motor vehicle.

**Qualification Requirements**

1. A baccalaureate degree from an accredited college or university in engineering, architecture, landscape architecture, business administration, or public administration; or
2. A masters degree in architecture that is the first professional degree in architecture from an accredited college or university.

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PROJECT MANAGER INTERN (continued)

Direct Lines of Promotion

This is a trainee class of positions with a two year probationary period. At the end of one year of satisfactory probationary service and training, employees in this class of positions will mature without further examination to the title of Project Manager (22426), subject to a one year probationary term in the title of Project Manager.