

Job Title	Project Manager
Short Description	<p>Role:</p> <p>Responsible for managing the operations of the Project Management department to ensure projects are delivered on-time, at or under budget, within scope, and to the satisfaction of the Project Sponsor under the direction of the AVP Project Management.</p>
Full Description	<p>Role:</p> <p>Responsible for managing the operations of the Project Management department to ensure projects are delivered on-time, at or under budget, within scope, and to the satisfaction of the Project Sponsor under the direction of the AVP Project Management.</p> <p>Essential Functions & Responsibilities:</p> <p>E 25% Coaches and develops Project Coordinator(s) and Assistant(s) so they advance their performance, knowledge, and skills.</p> <p>E 20% Develops and executes full scale Project Management Plans for all projects and schedules and updates such plans according to project performance or to integrate approved change requests.</p> <p>E 20% Leads and directs large scale project teams to ensure deliverables are completed on-time, at or under budget, and to the required level of quality.</p> <p>E 15% Oversees the overall project execution, implementation planning, deployment, and final project handover to ensure the new product, service, or result is effectively integrated into operations.</p> <p>E 10% Obtains project progress reports from direct reports to report progress to the AVP Project Management.</p> <p>E 5% Effectively employ PMI methodologies and adhere to Pen Air Federal Credit Union's Project Management Framework.</p> <p>N 5% Performs other job-related duties as assigned.</p> <p>Performance Measurements:</p> <ol style="list-style-type: none"> 1. Projects are delivered on-time or within an acceptable variance according to the strategic project roadmap. 2. Manage costs so that projects are performed in an efficient manner and within budget. 3. Manage quality to ensure projects results meet requirements and

expectations

4. Continually strive to develop knowledge and skills in project management to maintain PMP certification.
5. Demonstrate behaviors consistent with the Pen Air Core Values.
6. Regular reliable attendance

Knowledge and Skills:

Experience Three years to five years of similar or related experience.

Education A two-year college degree with Project Management Professional (PMP) certification.

Interpersonal Skills Work involves extensive personal contact with others and is of a personal or sensitive nature. Motivating, influencing, and/or training others is key at this level. Outside contacts become important and fostering sound relationships with other entities (companies and/or individuals) becomes necessary and often requires the ability to influence and/or sell ideas or services to others.

Other Skills Excellent leadership, organizational, and planning skills, facilitation and communication skills, budgeting, problem solving and technical skills such as proficiency working with Microsoft Office products and project management software.

Physical Requirements Light or low amount of physical exertion.

Work Environment Will primarily be working at a desk. May require visits offsite to other facilities to conduct meetings or evaluate projects progress.

This Job Description is not a complete statement of all duties and responsibilities comprising the position.

Education

A two-year college degree with Project Management Professional (PMP) certification.

Additional Comments

Credit Union

Pen Air FCU

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