



## City of Kansas City, Missouri Job Class Specification

**Job Title:** PROJECT MANAGER

**Department:** MULTI

**Job Code:** 2115

**Status:** EXEMPT

**Grade:** EX-3

### Summary

This is intermediate level professional work in the field of project management.

The Project Manager is responsible for planning, design, execution, monitoring, and completion of assigned projects. As part of his/her responsibilities, the Project Manager must manage resources appropriately so that the project is completed in accordance with the defined scope and within budget and schedule. The Project Manager must also assure that all project tasks are completed in accordance with appropriate regulations and requirements. Accordingly, the Project Manager must identify tasks, assign responsibilities, identify, and set deadlines, monitor progress and risk, and provide periodic progress reports in systems of record to senior management, elected and appointed officials, and project stakeholders, including the general public. The Project Manager is responsible for managing projects of moderate complexity within established framework and methodology developed by the organization and with minimum to moderate supervision from senior management. Ability to exercise professional judgement is a desired trait for the performance of this work

### Duties and Responsibilities

- Develop project proposals and project execution plans, including determining objectives, establishing work plans, determining time frames, funding limitations, procedures for accomplishing project, staffing requirements and allotment to various phases of project management.
- Maintain internal and external relationships to ensure collaborative project delivery and stakeholder satisfaction.
- Provide periodic updates regarding status of projects to senior management and project stakeholders.
- Identify risks and develop mitigation strategies, escalating issues as necessary.
- Engage operations, subject matter experts and licensed professionals as appropriate to ensure projects meet professional standards and regulatory requirements.
- Work with contract administrators and other internal staff in the solicitation, evaluation, award and administration of contracts of various types.
- Coordinate with and coordinates project activities of external consultants and interdepartmental work teams and with other projects; establishes and maintains effective citizen and interdepartmental relationships.
- Manage project resources appropriately and demonstrate the ability to account for resources allocated to assigned projects.
- Confers with superiors and prepares reports evaluating maintenance and operational needs, new equipment and construction delivery methods; makes recommendations for improvement, revised needs, time goals, and costs.
- Collaborates with various local and state governments or agencies, community organizations and city departments to consolidate resources, enhance productivity and ensure the desired outcome of assigned projects.
- Performs related duties as required.

## Technical Skills

Extensive knowledge of:

Principles and practices of project management and municipal engineering as applicable to departmental core functions.

Project scheduling principles, methodologies and practices.

Federal, state, and local regulations applicable to departmental core functions.

Knowledge of:

Alternate project delivery methods including design-build, progressive design-build, construction manager at risk (CMAR) and public private partnerships.

Project scheduling principles, methodologies and practices

Project commissioning protocols and interfaces with operations

Ability to:

Define tasks and oversee their completion.

Organize, direct, and coordinate the activities involved in accomplishing the overall objectives of the department.

Organize, direct, and coordinate the work of a project delivery team including technical experts, contract administrators, legal advisors and administrative assistants.

Develop estimates for proposed capital improvements in light of capital budget and federal, state, and other grants/loans.

Understand and evaluate highly complex technical records and reports requiring extensive knowledge of system operations.

Establish and maintain effective working relationships with peers, municipal officials, representatives of other agencies, and the general public.

Organize and direct extensive project management and engineering programs.

Express facts and ideas clearly and concisely, orally and in writing.

Prepare specifications, materials, schedules and cost estimates for a variety of projects.

Adapt approved architectural/engineering methods and standards to the design and construction of a wide variety of project.

Perform related technical research, prepare reports and give technical advice.

## Education and Experience

Accredited Bachelor's degree with major course work in business administration, public administration, aviation, project management, construction management, engineering technology, construction engineering technology, engineering, planning, landscape architecture, or architecture and four (4) years professional experience in project management or project management related work.

OR

Accredited Master's degree with major course work in business administration, public administration, aviation, project management, construction management, engineering technology, construction engineering technology, engineering, planning, landscape architecture, or architecture, two (2) years professional experience in project management or project management related work.

OR

Certification as a Project Management Professional (PMP) and four (4) years as a PMP working in project management or project management related work.

**Certificates/  
Licenses/Special  
Requirements**

- May be required to pass a preemployment drug screen
- May be required to possess a valid State -issued drivers license in accordance with the City of KCMO policies.
- Must pass a background check as prescribed by the City.

**Supervisory  
Responsibility**

Supervision may be exercised over assigned staff

**Supervision  
Received**

Work is performed under general supervision.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

**Created**

08/2022, 11/2025

**Revised**