

EDITED KSAPC LISTING

CLASSIFICATION: PROJECT DIRECTOR III

NOTE: Each position within this classification may perform some or all of these KSAPCs.

KSAPC Statements	
Knowledge of:	
K1.	Advanced knowledge of all phases of the State's capital outlay process to successfully deliver capital projects.
K2.	Advanced knowledge of architecture in order to evaluate project design for compliance with the Department's design standards and construction guidelines.
K3.	Advanced knowledge of the details of planning, designing and constructing public buildings to successfully deliver the Department's capital projects.
K4.	Advanced knowledge of construction materials to successfully deliver the Department's capital projects in compliance with the Department's design standards and construction guidelines.
K5.	Advanced knowledge of costs, codes and construction methods to successfully deliver the department's capital projects in compliance with the Department's design standards and construction guidelines.
K6.	Advanced knowledge of structural, electrical and mechanical engineering as related to public works in order to evaluate project design for compliance with the Department's design standards and construction guidelines.
K7.	Advanced knowledge of the principles of budgeting as related to the capital outlay process in order to deliver the projects within the Department's budget.
K8.	Advanced knowledge of the use of computer software systems to facilitate the delivery of the Department's capital projects.
K9.	Comprehensive knowledge of organizational and personnel management practices and principles in order to recruit, develop and retain qualified professional staff necessary to deliver the Department's complex capital projects.
K10.	Advanced knowledge of the principles of budgeting in order to support and implement departmental and divisional budgets necessary to support divisional operations.
K11.	Comprehensive knowledge of a supervisor's role in the Equal Employment Opportunity (EEO) Program, and the processes available to meet EEO objectives and maintain a work environment free of discrimination and harassment.
K12.	Advanced knowledge of practices and principles of program and project management to successfully deliver the Department's capital projects.
K13.	Comprehensive knowledge of dispute resolution, construction claim and litigation processes to effectively close out contracts.
K14.	Comprehensive knowledge of the principles of contract development and administration of construction projects to manage risks.

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Ability to:	
A1.	Review and analyze the development of construction documents in order to ensure a complete and accurate set of documents.
A2.	Present ideas and information clearly and effectively in written, graphic and verbal forms in order to communicate project information to internal/external stakeholders and management.
A3.	Analyze situations accurately in order to develop alternatives and implement an effective course of action.
A4.	Direct the work of Project Directors to meet operational goals and objectives of programs.
A5.	Effectively implement the Department's EEO objectives in order to create and maintain a fair and equitable work.
A6.	Analyze the most complex projects in order to plan and implement an effective project management plan.
A7.	Operate a departmental computer and computer programs in order to perform daily project management and supervisory duties (e.g. reports, tracking system, etc.).
A8.	Establish and maintain cooperative and professional relationships with others to meet the Department's goals and objectives.
A9.	Select, train, develop and evaluate staff in order to ensure optimal effectiveness of project delivery.
A10.	Supervise staff with different professional backgrounds and varying levels of ability to ensure a productive professional work environment.
A11.	Understand and follow directions from executive staff to accurately carry out work assignments in a timely manner.
A12.	Develop effective policy and procedures in order to ensure consistency and conformity with departmental goals and objectives.