



## MDA-ASSOCIATE PROJECT MANAGER, SENIOR

### **CHARACTERISTICS OF WORK:**

This is senior-level professional work with responsibility for national and international business and client development in Mississippi. The work involves analyzing company needs, determining areas that can fulfill project requirements, acquiring pertinent information from internal and external sources, and coordinating activities with local economic development professionals and public officials. The employee must know the basic fundamentals of economics; the organizations of the state, county and local governments that impact economic development as well as private organizations involved. Successful performance requires broad communication skills to influence a wide variety of individuals through persuasive verbal expression, presentations and correspondence. Supervision is received from an administrative superior.

### **EXAMPLES OF WORK:**

**Examples of work performed in this classification include, but are not limited to, the following:**

Facilitates client development and the analysis of projects to predict basic and critical needs for each project.

Responds to referrals and inquiries from local developers, advertising campaigns, public officials and the private sector.

Undertakes projects assigned by the agency director or administrative superior as required.

Establishes schedules for client visits and makes appropriate appointments and arrangements.

Performs related or similar duties as required or assigned.

### **COMPETENCIES:**

The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies or the ability to reach competency achievement within a specified time. These competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed below each competency and are used for illustrative purposes only. Specific behaviors may be identified and included later by the hiring agency. It is understood that some of these behaviors might not be acquired until a reasonable time after hire. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:

**PUBLIC SECTOR COMPETENCIES:**

**Integrity:** Demonstrates a sense of responsibility and commitment to the public trust through statements and actions.

Models and demonstrates high standards of integrity, trust, openness, and respect for others. Demonstrates integrity by honoring commitments and promises. Demonstrates integrity by maintaining necessary confidentiality.

**Work Ethic:** Is productive, diligent, conscientious, timely, and loyal.

Conscientiously abides by the rules, regulations, and procedures governing work. Meets deadlines. Work product is of a high quality. Follows through on assigned tasks until they are completed correctly. Takes ownership of tasks and duties.

**Service Orientation:** Demonstrates a commitment to quality public service through statements and actions.

Seeks to understand and meet and/or exceed the needs and expectations of customers. Treats customers with respect, responding to requests in a professional manner, even in difficult circumstances. Provides accurate and timely service. Develops positive relationships with customers. Obtains first-hand customer information and uses it to improve projects and/or services.

**Accountability:** Accepts responsibility for actions and results.

Is productive and carries fair share of the workload. Focuses on quality and expends the necessary time and effort to achieve goals. Demonstrates loyalty to the job and the agency and is a good steward for state assets. Steadfastly persists in overcoming obstacles and pushes self for results. Maintains necessary attention to detail to achieve high level performance. Deals effectively with pressure and recovers quickly from setbacks. Takes ownership of tasks, performance standards and mistakes. Knows the organization's mission and functions and how it fits into state government.

**Self Management Skills:** Effectively manages emotions and impulses and maintains a positive attitude.

Encourage and facilitates cooperation, pride, trust and group identity. Fosters commitment and team spirit. Works effectively and cooperatively with others to achieve goals. Treats all people with respect, courtesy, and consideration. Communicates effectively. Remains open to new ideas and approaches. Avoids conflicts of interest. Promotes cooperation and teamwork. Continuously evaluates, adapts, and copes effectively with change. Allows self and others to make mistakes and learns from those mistakes. Adheres to high ethical standards.

**Interpersonal Skills:** Shows understanding, courtesy, tact, empathy, and concern to develop and maintain relationships.

Demonstrates cross-cultural sensitivity and understanding. Identifies and seeks to solve problems and prevent or resolve conflict issues. Encourages others through positive reinforcement. Expresses facts and ideas both verbally and in writing in a clear, convincing and organized manner, helping others translate vision into action. Models appropriate behavior. Recognizes and develops potential in others; mentors. Builds constructive and effective relationships.

**Communication Skills:** Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively.

Receives nonverbal cues, such as body language in ways that are appropriate to listeners and situations. Takes into account the audience and nature of the information. Listens to others and responds appropriately. May make oral presentations. Communicates ideas, suggestions and concerns as well as outcomes and progress throughout the course of an activity. Provides thorough and accurate information. Can accurately restate the opinions of others even when he/she disagrees.

**Self-Development:** Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

Seeks efficient learning techniques to acquire and apply new knowledge and skills. Uses training, feedback, or other opportunities for self-learning and development. Develops and enhances skills to adapt to changing organizational needs. Remains open to change and new information and ideas. Is committed to and actively works to continuously improve himself/herself.

#### **TECHNICAL COMPETENCIES:**

**Technical Proficiency:** The ability and willingness to exhibit competency in the technical areas needed to do a specific job.

Reads, comprehends, and correctly applies all rules, regulations, and policies applicable to work assignments. Performs work with a minimum amount of supervision in areas that are familiar. Knows when and how to properly dispose of agency records. Effectively familiarizes him/herself with pertinent administrative and legal realities in specific areas that affect research tasks. Appropriately applies knowledge of state government and agency budgetary process to the division's budget and program areas. Proactively identifies agency needs, and develops programs to meet those needs, with limited supervision. Provides effective technical assistance to other staff. Follows proper procedures when coordinating and preparing responses to public inquiries.

**Workflow Management:** The ability and willingness to perform work within defined specifications and timelines and to manage conflicting priorities.

Operates under specific time constraints and within specified deadlines. Effectively prioritizes tasks in order to meet deadlines. Works on appropriate priorities to get the job done. Communicates effectively with his/her supervisor to ensure that report and data request deadlines are met. Meets deadlines when performing monthly reports for other agencies. Recognizes the importance of meeting short-term objectives before long-term objectives can be met. Effectively manages professional versus personal work priorities. Weeds out non-essential and/or non-relevant agency requests accurately and efficiently. Proactively seeks out feedback and advice from others when trying to establish priorities (when unsure him/herself).

**Problem Solving/Decision Making:** The ability and willingness cooperate with other employees in identifying and solving problems in order to effectively and efficiently complete assigned tasks.

Exhibits ability to identify and address issues. Ensures that all problems encountered are addressed at the appropriate level and communicates all relevant information on a timely basis with accuracy and completeness. Exercises sound reasoning. Displays the ability and willingness to work with other offices or other divisions in order to collectively complete assigned tasks or problems as that arise.

Collaborates effectively with staff from other departments to address problems as they arise. Demonstrates the ability to accurately determine what constitutes a significant versus minor problem. Seeks assistance from appropriate sources when trying to solve problems. Knows when it is appropriate to handle a problem personally and when it is time to delegate it upwards. Deals professionally and effectively with difficult staff. Deals professionally and effectively with difficult external project stakeholders. Maintains frequent contact with important agency resources to ensure that changes to programs (that might cause problems) do not go unnoticed. Demonstrates the willingness to admit mistakes (and learn from them).

**Stakeholder Relations:** The ability and willingness to interact and communicate effectively with stakeholders.

Proactively provides stakeholders with proper information in an effort to reduce occurrences of future problems. Supports the agency mission and goals in all interactions with internal and external stakeholders. Acts as an advocate for agency policy. Responds to stakeholder information requests in a timely and professional manner. Networks frequently with external stakeholders to better learn their needs and provide information about these needs to them. Demonstrates the ability to organize and manage effective events and forums that target both internal and external stakeholders. Maintains appropriate contact with development allies (e.g., attends and participates in relevant meetings and programs).

**ESSENTIAL FUNCTIONS:**

**Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:**

1. Facilitates client development, projects, and communications from local developers, public officials, and the private sector.
2. Develops projects and establishes appointments for clients.

**MINIMUM QUALIFICATIONS:**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**PHYSICAL REQUIREMENTS:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

**Moderate Work:** May frequently exert force equivalent to lifting up to approximately 25 pounds and/or occasionally exert force equivalent to lifting up to approximately 50 pounds.

**Vision:** Requires the ability to perceive the nature of objects by the eye.

**Near Acuity:** Clarity of vision at 20 inches or less.

**Midrange:** Clarity of vision at distances of more than 20 inches and less than 20 feet.

**Far Acuity:** Clarity of vision at 20 feet or more.

**Accommodation:** Ability to adjust focus.

**Speaking/Hearing:** Ability to give and receive information through speaking and listening skills.

**Motor Coordination:** While performing the duties of this job, the incumbent is regularly required to sit; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is frequently required to stand; and walk. The incumbent is occasionally required to climb or balance; and stoop, kneel, crouch, or bend.

#### **EXPERIENCE/EDUCATIONAL REQUIREMENTS:**

**Education:**

A Master's Degree from an accredited four-year college or university in economics, economic development, business administration, accounting, banking and finance, management, marketing, public administration, law, engineering, geology, chemistry, computer science, geography, urban and regional planning or a related field;

**AND**

**Experience:**

Three (3) years of experience in marketing, business management, economic analysis, economic development, business consulting, commercial banking/finance or urban/regional planning;

**OR**

**Education:**

A Bachelor's Degree from an accredited four-year college or university in economics, economic development, business administration, accounting, banking and finance, management, marketing, public administration, law, engineering, geology, chemistry, computer science, geography, urban and regional planning or a related field;

**AND**

**Experience:**

Four (4) years of experience in work related to the above-described duties, three (3) years of which must have been in marketing, business management, economic analysis, economic development, business consulting, commercial banking/finance or urban/regional planning;

**OR**

**Experience:**

One (1) year experience as DECD-Associate Project Manager.

**SUBSTITUTION STATEMENT:**

Above the Bachelor's level, related education and related experience may be substituted on an equal basis, except there shall be no substitution for three (3) years of experience in marketing, business management, economic analysis, economic development, business consulting, commercial banking/finance or urban/regional planning.

**INTERVIEW REQUIREMENTS:**

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.

**Additional essential functions and behavioral anchors may be identified and included by the hiring agency.**