

PROJECT MANAGER

General Functions

This key position manages the activities of the Transportation Planning Studies Section, to include planning, developing, implementing, and ensuring successful completion of study projects through the efficient use of existing workforce, equipment and professional services contracts. Responsible for multiple projects at different levels of production.

Work is performed with considerable independence and the exercise of independent judgment under the general supervision of the department manager or other designated supervisory positions. Performance is reviewed through observations, project delivery schedules, and results achieved.

Representative Duties /Assignments

Duties may vary based on area of assignment. The following are representative duties; it is not the intent to capture all duties performed by this classification.

- Coordinates projects with Orange County Departments and Divisions for roadway studies and other areas of work.
- Performs administrative management of projects including procuring consultants, negotiating contracts, reporting and monitoring.
- Assists in the development of project planning, proposals, cost estimates and budgets including expenditure monitoring, timelines and schedules.
- Manages and monitors progress and technical quality of project delivery. Prepares observation reports relating to all aspects of project delivery.
- Provides technical management of projects including assessment of specification needs based on industry innovations, and project delivery methods and schedules.
- Conducts quality control activities in accordance with standard operating procedures.
- Conducts historical data research for effective project planning.
- Employs effective document control measures for project information, communications, and documentation.
- Provides assistance to the Manager and Assistant Manager and provides guidance to direct reports.
- Coordinates and assists in the development of presentations for project management proposals and status updates. May make presentations to the BCC, other governmental agencies, or groups.
- Interacts directly with citizens for specific projects and attend public meetings related to the projects. Manages media responses, if required.
- Performs other related duties as assigned.

Minimum Qualifications

Bachelor's degree from an accredited institution in Urban Planning, Engineering, Public Administration or a closely related field and five (5) years of experience in such field; or an equivalent combination of education and experience may be substituted on a year for year basis.

Preferences

Master's degree from an accredited institution in Urban Planning, Engineering, Public Administration or a closely related field

A professional license /certification is highly desirable.

Experience working with ArcGIS and project management platforms.

Excellent verbal and written communication skills.

Application Deadline

Open Date: 04/01/2026

Close Date: 04/10/2026

This posting is subject to close without prior notice.

Salary Information

Pay Grade: 023 - From \$45.57 to \$59.24

FLSA Status: Exempt

Placement based on Education and Experience