
Job Title: **CyberMission Project Manager**

Classification: **Exempt – Admin**

Department: Mission EDC



Division: Economic Development

Supervisor: Chief Operating Officer

Effective: 05/15/2021

I. JOB SUMMARY

The CyberMission Project Manager (CPM) is a 12 month-long, full-time position for the duration of the CyberMission grant, supported by the Texas Talent Connection grant program and funded by Wagner-Peyser 7(b) federal funds through the Office of Governor Greg Abbott. The CPM serves as the project manager and coordinator for recruitment, enrollment, program planning and monitoring, implementation of activities, grant deliverable management, and events for participants of the CyberMission program. The CPM will monitor subcontractor and participant performance throughout the program leading to attainment of industry recognized technology certification. The CPM will communicate with local employers and regional workforce support agencies to provide workforce services to meet the individual needs of the participants. The CPM also aims to provide exceptional customer service. The ideal candidate should be well-organized, accountable, a self-motivated problem solver, and have strong communication skills. Knowledge and expertise in the information technology field, career exploration and readiness, and job search assistance will also be a benefit.

II. EDUCATION REQUIREMENTS

- Bachelor's Degree in business, management, or a related field.
- A minimum of two (2) years work-related experience in project management and coordination or educational equivalence through coursework and/or certification in the field of project management.

III. EMPLOYMENT REQUIREMENTS

- Applicant must have a neat and professional appearance.
- Applicant must have reliable transportation to and from work.
- Applicant must be able to work a full-time work schedule on location. Some work may be required offsite or after hours for events or deliverable deadlines.
- Applicant will be subject to a complete background investigation. Incomplete, inaccurate and/or failure to report information will cause the applicant rejection from consideration.
- Applicant must take and pass a pre-employment drug, physical and pre-placement screening administered by the City of Mission appointed physician at the City's expense.
- Must have a current valid class "C" Driver License from the Texas Department of Public Safety with no more than two (2) moving traffic violations within the past two (2) years.

IV. SKILL ABILITY REQUIREMENTS

- Strong organization and time management skills.
- Ability to plan, implement, and coordinate a variety of program activities to benefit participants.
- Ability or organize workflow, manage multiple tasks and handle frequent interruptions and changes.
- Ability to identify problems and review related information to develop and evaluate options and implement solutions.



- Excellent written and verbal communication skills.
- Ability to deal extensively and effectively with individuals from diverse backgrounds requiring excellent interpersonal, listening, and communication skills.
- Ability to work both independently and as part of a team.
- Ability to establish and maintain relationships with program participants, subcontractors, employers, workforce agencies, and other program related parties.
- Ability to read, interpret, develop, and maintain documents in compliance with state and federal regulations.
- Ability to create and provide periodic reports indicating participation and progress.
- High degree of computer proficiency using Microsoft Office. Ability to perform data entry, analyze data, and present data in tables, charts, and written analysis.
- Familiarity with the local job market.

V. ESSENTIAL JOB FUNCTIONS

- Program planning and operations
 - Develop and implement plans and strategies to achieve participant certification and graduation goals
 - Program participant screening and enrollment
 - Locate new employment opportunities, maintain contact with employers, and coordinate job placement support (resume submittals, interviews, etc.). Document all employer relations activities.
 - Maintain a list of resources, including career guidance references, employment literature, and related information.
- Program marketing and communications
 - Promote program through email, phone, social media, webinars, or other means.
 - Respond to inquiries and requests for information.
 - Build effective relationships with local and regional employers, non-profits, government organizations and community partners to identify employment opportunities for students and alumni.
 - Maintain contact with graduates by generating follow-up calls, e-mails, texts, etc.
 - Attend industry-related networking events to build potential employer database.
- Program performance monitoring and reporting
 - Provide timely, regular reports to management
 - Manage program deliverables to project timeline
 - Track student progress
 - Assess subcontractor performance
 - Collect student feedback
- Program event coordination
 - Meetings/workshops on job search topics for students and alumni.
 - In-person or virtual employment events with workforce organizations.

VI. NON-ESSENTIAL JOB FUNCTIONS

- Attend special events when needed.
- Undertake assignments/projects assigned by department head.
- Perform other related duties as assigned to enhance the overall operations and services of the department.



VII. EQUIPMENT/MATERIALS

General office and safety equipment/materials to include but not limited to the following:

- Personal computer
- Keyboard
- Telephone
- Copy Machine
- 10 key calculator
- Typewriter
- Printer
- CD's
- Binding Machine
- Manual Hole Puncher

VIII. WORK ENVIRONMENT

Exposures to the following environmental conditions are required for this job.

	None	Amount of Time		
		Under 1/3	1/3 to 2/3	Over 2/3
Wet humid conditions (none-weather)	X			
Working near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or caustic chemicals	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (none-weather)	X			
Extreme heat (none-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			
Noise	X			

IX. MANUAL DEXTERITY

Both fine and gross hand manipulation are required to perform essential job functions. Gross hand manipulation is utilized to grip a series of files and reposition a keyboard to different computer stations and transport binders, books, storage boxes, chairs and boxes of paper to storage or printing areas. Fine finger dexterity is required to hand write notes, fill out forms, type reports, letters and memos, input data in computer and document information needed for day-to-day tasks.



X. PHYSICAL DEMANDS ANALYSIS

MATERIAL HANDLING ACTIVITIES

Task	Weights	Frequency	Performance
LIFTING	Up to 5 lbs	F	Books, papers, pens, pencils, telephone, keyboard, file folders, cartridge ribbon cases, telephone, calculator from waist to maximum of shoulder level.
	6 - 10 lbs.	F	Books, binders, boxes from waist to maximum of shoulder level.
	11-20 lbs	F	Books, binders, boxes from waist to maximum of shoulder level.
	21-25 lbs	O	Stacks of books, binders, boxes from waist to maximum of shoulder level.
	26 - 50 lbs	O	Stacks of books, binders, boxes from floor to waist level.
	51 - 75 lbs	N	
	76 - 100 lbs	N	
	Over 100 lbs	N	
CARRYING	Up to 5 lbs	F	Books, papers, pens, pencils, telephone, keyboard, file folders, cartridge ribbon cases, calculator from waist to maximum of shoulder level.
	6 - 10 lbs.	F	Books, binders, boxes from waist to maximum of shoulder level.
	11-20 lbs	F	Books, binders, boxes from waist to maximum of shoulder level.
	21-25 lbs	O	Stacks of books, binders, boxes from waist to maximum of shoulder level.
	26 - 50 lbs	O	Stacks of books, binders, boxes from floor to waist level.
	51 - 75 lbs	N	
	76 - 100 lbs	N	
	Over 100 lbs	N	
PUSH/PULLING	Up to 5 lbs	F	File cabinet drawers to retrieve and return files and move chair from one work station to another.
	6 - 10 lbs.	F	File cabinet drawers to retrieve and return files and move chair from one work station to another.
	11-20 lbs	F	File cabinet drawers to retrieve and return files and move chair from one work station to another.
	21-25 lbs	O	Move boxes of files to clear work area and move boxes of computer paper on carpeted and tile areas, 10' to 20'.
	26 - 50 lbs	O	Move boxes of files to clear work area and move boxes of computer paper on carpeted and tile areas, 10' to 20'.
	51 - 75 lbs	N	
	76 - 100 lbs	N	
	Over 100 lbs	N	

N - Never O - Occasional 1-33% F - Frequently 34-66% C - Constant 67 - 100%



NON-MATERIAL HANDLING ACTIVITIES

Task	Frequency	Performance
CLIMBING	O	Use three step stool or six step ladder to retrieve materials, books, files, or office supplies from upper shelves and building entrance stairs.
BALANCING	C	Telephone, books, files, binders, folders, pens, pencils, papers, stapler, stapler remover, paper clips, envelopes, markers.
STOOPING (bending at waist)	F	Open file drawers to retrieve files below waist level sitting or retrieve, books from floor area or pickup materials that fall down to floor area.
KNEELING (one or both knees)	O	Retrieve things that fall on the floor, retrieve files from lower filing cabinets, or as needed to plug into electrical outlets.
CROUCHING (bending at hips/knees)	F	Filing and lifting boxes, open file drawer at bottom section, to clear space removing a box on floor area, or empty boxes of computer paper and stacking them.
CRAWLING	O	Under desk to plug computer, tower, and printer.
REACHING	C	Open drawers and retrieve files and documents, partial to full arm extension, reach above head to retrieve supplies, to answer telephone, type letters, retrieve books and binders, using computer mouse.
TWISTING/TURNING (rotation)	C	180 degrees at waist level to access printer, retrieve files, materials, office supplies, assist the public, sitting at desk within work station, answering the telephone, typing, opening drawers, sitting and standing up to 180 degrees at neck, waist and shoulder level.
HANDLING (manipulated objects)	C	Boxes of files, clerical supplies, telephone, ink cartridges, pens, pencils, papers, folders, and calculator to relay and procure information, using computer mouse, both hands to grip files and books exerting moderate force.
FINGERING (finger dexterity)	C	Typing letters and reports on computer key board or typewriter, using 10 key calculator by touch, hand writing messages and notes, inputting data in computer, statistical reports, filing, and reviewing files, and using computer mouse, rolodex, tape dispenser.
STANDING	C	Making copies, filing, sorting mail, greeting the public, faxing documents, retrieve clerical supplies, books, at shoulder level, opening file drawers, pick up and deliver documents.
SITTING	C	Typing letters and reports on computer key board or typewriter, attending meetings, sorting mail, answering telephone, greeting the public, reviewing files and other paper work, opening drawer to retrieve files.
WALKING	F	Retrieve paperwork within office and other offices within department up to 50 walking to copy room to make copies, within office doing job duties, walking to storage area, walking to bathroom, meetings, employee lounge, to file room for filing employee information.
GRASPING (w hole hand activities)	C	Office supplies, equipment, file boxes, reams of paper, telephone, files, books, pens, pencils, letter opener, stapler, stapler remover, file drawer, papers, computer keyboard and mouse, letter stand, ruler, tape dispenser,

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I, _____ understand the physical demands, work environment factors and mental functions of this job. I can fulfill the essential functions of this position as described in this job description.

Employee Signature

Date