



PROJECT CONTROL ADMINISTRATOR

JC: FA130
PG: SEIU-08

BU: 04 (SEIU)
FLSA: Non-Exempt

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general supervision, prepares and monitors Engineering and Construction project budgets, expenditures, and schedules; performs related work as assigned.

CLASS CHARACTERISTICS

This class is responsible for the preparation and administration of Engineering and Construction project budgets and schedules and for the periodic reporting of project and budget status to ensure continued capital funding. This class is distinguished from the Senior Project Control Administrator in that the latter has responsibility for larger, more complex engineering and construction project budgets and schedules.

EXAMPLES OF DUTIES – *Duties may include, but are not limited to, the following:*

1. Develops labor and expenditure plans and cash flow forecasts for assigned projects.
2. Assists project managers and others in preparing revisions and securing additional funding, coordinates project budget and schedules preparation with affected divisions.
3. Monitors project costs and schedules with computer application systems; prepares periodic reports of project status and actual expenditures.
4. Reviews and justifies budget variances and recommends systems and procedures improvements to project management.
5. Assists in preparing the project's annual budget; summarizes and justifies expenditures; coordinates the development, processing, and monitoring of professional services agreements and contracts.
6. Maintains commitments and billings for professional and technical service contracts.
7. Prepares purchase requisitions and requests for proposals; maintains records of open purchase orders.
8. Coordinates the acquisition of office space, equipment, and supplies; acquires keys, entry cards; assists in the processing of time sheets, cards, and LED reports.

QUALIFICATIONS

Project Control Administrator

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Knowledge of:

- Principles and practices of accounting and financial analysis
- Principles and practices of budgeting and project scheduling
- Applicable engineering and construction terminology and concepts
- Applicable laws, codes and regulations
- Basic purchasing and contract management methods and procedures
- Business computer user applications and systems including microcomputer and word processing as utilized in financial analysis project control and reporting

Skill in:

- Monitoring project budgets and schedules and reporting variances promptly
- Preparing and interpreting project budgets, forecasts, and schedules
- Analyzing financial information and drawing sound conclusions
- Performing mathematical calculations and financial analysis
- Preparing and utilizing computerized financial management systems, records and reports
- Preparing clear, concise and complete reports and other written materials
- Establishing and maintaining effective working relationships with those contacted in the course of the work

MINIMUM QUALIFICATIONS:

Education

A bachelor's degree in business or public administration, economics, finance, engineering or a closely related field.

Experience

Two (2) years of professional experience involving project budget and scheduling control, preferably in an engineering setting.

Substitution

Additional accounting, budgeting or similar financial support work may be substituted for the education; graduation from a four-year college is preferred.

Other Requirements

Must possess a valid California driver's license and have a satisfactory driving record.

WORKING CONDITIONS

Environmental Conditions

Office environment; exposure to computer screens.

Physical Conditions

May require maintaining physical condition necessary for sitting for prolonged periods of time.

BART EEO-1 Job Group: 3500 - Professionals
Census Code: 0840 – Financial Analysts
Safety Sensitive: No

CLASSIFICATION HISTORY

Created : May 1988

Revised:

Updated :