

**JOB DESCRIPTION  
DIRECTOR OF PROJECTS  
APPLIED TECHNOLOGY COUNCIL (ATC)**

DUTIES

1. Identifies technical projects to be pursued by ATC, in consultation with the Executive Director, the Board of Directors, and the Director of Business Development.
2. Identifies and contacts potential funding agencies regarding proposed ATC projects, in consultation with the Executive Director and the Director of Business Development.
3. Develops technical proposals, including concept, technical approach, work plan, management plan, and detailed budgets by task, and submits to prospective funding agencies/organizations.
4. Serves as Principal Investigator, Project Manager, or Project Director on selected projects, as assigned by the Executive Director. In this capacity, incumbent:
  - ◆ manages selection of project personnel;
  - ◆ supervises work of ATC Project Directors (individuals engaged as consultants by ATC) and communicates with these individuals on a routine basis;
  - ◆ develops or reviews and approves consultant work statements and budgets that define scope and schedule for work efforts;
  - ◆ establishes and occasionally chairs advisory panels;
  - ◆ institutes and overviews quality control of work products;
  - ◆ reviews and approves project expenditures, as requested by the Executive Director;
  - ◆ supervises preparation and submittal of required periodic progress reports to clients;
  - ◆ develops and submits proposals for supplemental work;
  - ◆ monitors and evaluates work effort relative to defined scope;
  - ◆ establishes and implements quality and format standards for ATC reports;
  - ◆ conducts reviews of ATC reports for technical accuracy, compliance with established ATC standards, and appropriate language and format for the intended audience;
  - ◆ supervises preparation of camera-ready copy of ATC reports; and
  - ◆ assumes responsibility for ensuring that projects are completed on schedule in a technically satisfactory manner within budget and scope.
5. Serves as technical consultant on selected ATC Projects, as requested by the Executive Director.
6. Supervises planning and conduct of ATC Seminars and Workshops, as assigned by the Executive Director.
7. Supervises the ATC Publications Specialist.
8. Represents ATC at selected workshops, conferences, seminars, and other meetings and makes verbal presentations as required.
9. Attends meetings of the ATC Board of Directors, as requested by the Executive Director or the Board of Directors.
10. Performs other duties as may be assigned by the Executive Director or the Board of Directors.

## EXPERTISE DESIRED

1. Demonstrated leadership skills and experience.
2. Postgraduate degree(s) in Civil (Structural) Engineering, or professional license as a Civil or Structural Engineer.
3. Experience in supervising and managing engineering and technical personnel and projects.
4. Experience in developing consensus on complex engineering issues.
5. Excellent technical writing skills, as evidenced by lead authorship on engineering papers in peer-reviewed journals and conference proceedings.
6. Excellent verbal skills, as evidenced by technical presentations at meetings and conferences, including invited presentations.
7. Demonstrated success in winning competitive technical proposals.
8. Ability to efficiently use state-of-the-art word processing and spread sheet computer software, such as Microsoft Word and Excel.
9. Demonstrated ability to work effectively with others.

## SUPERVISION RECEIVED

Works under the general supervision of the Executive Director, and indirectly, the ATC Board of Directors.

## JOB LOCATION

Redwood City, California area.

(03/24/05)