



General Job Descriptions

Principal/Officer

Primary corporate responsibility for business and project/technical management. Demonstrated ability to plan, conduct and lead extensive research and analysis leading to the highest quality products. Business management responsibilities include setting corporate goals and direction, developing and implementing corporate business plan, hiring, personnel management, marketing, contracting, and corporate legal issues. Project direction involves primary client responsibility, planning and implementation of highly complex technical studies, and responsibility for maintaining project schedule and product deliverables. Performs difficult tasks requiring application of original concepts. Defines optimum utilization of resources and personnel and directs tasks to meet program objectives and schedule.

Possesses a Bachelor's degree in Economics, Engineering, Planning, or other related business, scientific, or technical discipline, as well as 15+ years of experience in the: energy, environmental, transportation, planning, programming, acquisition, project management and/or facilities management fields.

Director

Responsible for corporate business and project/technical management. Demonstrated ability to plan, conduct and lead extensive research and analysis leading to the highest quality products. Business management responsibilities include implementing corporate strategy, project direction, hiring, personnel management, marketing, and contracting. Project direction involves primary client responsibility, planning and implementation of highly complex technical studies, and responsibility for maintaining project schedule and product deliverables. Performs difficult tasks requiring application of original concepts. Defines optimum utilization of resources and personnel and directs tasks to meet program objectives and schedule.

Possesses a Bachelor's degree in Economics, Engineering, Planning or other related business, scientific, or technical discipline, as well as 15 years of experience in the energy, environmental, transportation, planning, programming, acquisition, project management and/or facilities management fields. In addition, has 8 years experience in general or executive level management, project management, and/or technical leadership.

Project Manager

Responsible for project/technical management and implementation. Demonstrated ability to develop and execute work plans, manage tasks, and ensure timely delivery of products within budget. Project management involves client contact, planning and implementation of complex technical studies, responsibility for maintaining project schedule, and product deliverables. Works with Project Director to determine overall project goals, tasks, timeframes, and deliverables. Manages efforts of Senior Professionals, Professionals, junior staff, graphics and production department.

Possesses a Bachelor's degree in Economics, Engineering, Planning or other related business, scientific, or technical discipline, as well as 8 years experience in the energy, environmental, transportation, planning, programming, acquisition, project management and/or facilities management fields. In lieu of education, a professional may have

significant industry experience or specific technical expertise. In lieu of some experience, an individual may have a post bachelorette degree.

Senior

Responsible for technical management and implementation. Demonstrated ability to execute work plans, manage tasks, and ensure timely delivery of products within budget. Senior Professional involves implementation of complex technical studies, maintaining project schedule, and product deliverables. Manages efforts of Professionals, junior staff, graphics and production department.

Possesses a Bachelor's degree in Economics, Engineering, Planning or other related business, scientific, or technical discipline, as well as 5 years experience in the energy, environmental, transportation, , planning, programming, acquisition, project management and/or facilities management fields. In lieu of education, a professional may have significant industry experience or specific technical expertise. In lieu of some experience, an individual may have a post bachelorette degree.

Professional

Responsible for implementation of technical projects. Demonstrated ability to execute work plans, manage tasks, and ensure timely delivery of products within budget. Identifies required data sources, conducts research, organizes data, manages data entry, and works with Project Managers or Senior Professionals to prepare project deliverables. Manages efforts of junior staff and production department.

Possesses a Bachelor's degree in Economics, Engineering, or other related business, scientific, or technical discipline, as well as 3 years experience in the energy, environmental, transportation, planning, programming, acquisition, project management and/or facilities management fields. In lieu of education, a professional may have significant industry experience or specific technical expertise. In lieu of some experience, an individual may have a post bachelorette degree.

Analyst

Assists with technical projects, working under the direction of Senior Professional and Professional. Conducts research, organizes data, performs complex data analysis, and helps prepare project deliverables.

Possesses a high school diploma with a minimum of two years in the field or related area. Proficiency is required with the Microsoft Office suite applications including MS Word, Excel, and PowerPoint, including various graphics packages. In lieu of experience, an individual may have an Associate or Bachelor degree.

Clerical/Support

Provides word processing and spreadsheet application services. Utilizes various word processing and integrated spreadsheet program applications to create, update, and maintain word and spreadsheet documents. Prepares complex and detailed technical reports, editing previously created documents for syntax and spelling, and converting documentation from one word processing format to another. Has knowledge of commonly used concepts, practices and procedures within a particular field.

Possesses a high school diploma with a minimum of two years in the field or related area. Proficiency is required with the Microsoft Office suite applications including MS Word, Excel, and PowerPoint, including various graphics packages.

