

Project Management Specialists

SOC: 13-1082 • Career Profile Report

■ Key Facts

\$100,750

Median Salary

1,046,300

Employment

+6.0%

Growth Rate

■ Requirements & Salary Range

Education: Bachelor's degree

■ Automation Risk Assessment

Medium Risk - 38.0% probability of being automated in the next 10-20 years.

This job has some routine elements but still requires human judgment and interaction.

■ Work-Life Balance

7.1/10 - Good work-life balance

■ Personality Fit (RIASEC)

Higher scores indicate better personality fit for this career type.

Realistic	3.8/10	Investigative	7.2/10
Artistic	4.0/10	Social	6.6/10
Enterprising	8.2/10	Conventional	8.8/10

■ Top Skills Required

Analytical skills, Communication skills, Critical-thinking skills, Interpersonal skills, Organizational skills, Problem-solving skills, Time-management skills

✓ Strengths

- High Demand
- Flexible Work
- Continuous Learning

■ Challenges

- Burnout Risk
- Rapid Technological Change

■ What They Do

Project Management Specialists typically perform the following tasks:

- Assign duties or responsibilities to project personnel.
- Communicate with key stakeholders to determine project requirements and objectives.
- Confer with project personnel to identify and resolve problems.
- Create project status presentations for delivery to customers or project personnel.
- Develop or update project plans including information such as objectives, technologies, schedules, funding, and staffing.
- Identify project needs such as resources, staff, or finances by reviewing project objectives and schedules.
- Identify, review, or select vendors or consultants to meet project needs.
- Monitor costs incurred by project staff to identify budget issues.
- Monitor project milestones and deliverables.
- Monitor the performance of project team members to provide performance feedback.
- Negotiate with project stakeholders or suppliers to obtain resources or materials.
- Plan, schedule, or coordinate project activities to meet deadlines.
- Prepare and submit budget estimates, progress reports, or cost tracking reports.
- Produce and distribute project documents.
- Propose, review, or approve modifications to project plans.
- Recruit or hire project personnel.
- Report project status, such as budget, resources, technical issues, or customer satisfaction, to managers.
- Request and review project updates to ensure deadlines are met.
- Schedule or facilitate project meetings.
- Submit project deliverables to clients, ensuring adherence to quality standards.

*Generated by StartRight • Data from U.S. Bureau of Labor Statistics & O*NET*

Source: <https://www.bls.gov/ooh/business-and-financial/project-management-specialists.htm>