

PROJECT CONTROLS SPECIALIST

HALLMARK GROUP CAPITAL PROGRAM MANAGEMENT

POSITION DETAIL

Reports to:	President	Work Site:	Remote
Status:	Full Time (Exempt)	Compensation:	Based on Qualifications
Date:	TBD	Approved:	President

COMPANY INFORMATION

Hallmark Group is a Sacramento-based capital program management company that has been operating since its establishment in 2001. We specialize in providing a range of services including strategic planning, organizational leadership, and qualified representation for the administration and management of large capital improvement programs. Our expertise extends to serving public sector entities, institutional clients, non-profit organizations, as well as offering construction management services for the entire project lifecycle. We provide expert advice and support in various areas, including project planning, budgeting, procurement, contract management, risk mitigation, and quality control.

At Hallmark Group, we pride ourselves on our ability to deliver exceptional results through our comprehensive approach to all aspects of capital program management. Our resolute team brings a wealth of knowledge and a results-driven approach to every project we undertake. Apply now for the opportunity to join our team and contribute to our continued success in executing exceptional projects.

SUMMARY

Hallmark Group is actively seeking an initiative-taking and innovative Project Controls Specialist to join our dynamic Project Controls team. As a Project Controls Specialist, you will play a crucial role in ensuring effective communication, technical expertise, relationship management, and team building within our organization. This position entails frequent and fast-paced interaction with various public and private entities, including external consultant teams.

Responsibilities:

- Develop and implement robust project controls for major capital programs, ensuring adherence to cost/budget, schedule, and document management requirements in accordance with state and federal guidelines.
- Create and enhance processes and procedures to streamline project controls, optimizing efficiency and effectiveness throughout the planning, design, and construction phases.
- Demonstrate a proven track record in developing and managing controls for documents, contracts, and costs, delivering successful outcomes in complex projects.
- Collaborate closely with stakeholders to gather requirements, identify risks, and develop mitigation strategies, fostering a collaborative and solution-oriented environment.

PERSONAL CHARACTERISTICS

Behave Ethically and demonstrate a strong understanding of ethical behavior and business practices, ensuring personal conduct and the behavior of others align with the values of Hallmark Group in all professional interactions and decisions.

Communicate Effectively and possess excellent speaking, listening, and writing skills to convey information clearly, thoroughly, and in a timely manner, while utilizing appropriate communication tools and techniques.

Foster Creativity/Innovation by actively seeking new and unique ways to improve organizational operations and identify new opportunities.

Encourage Teamwork through cooperative and effective collaboration with others, both within and outside the team, reach goals, resolve problems, and make decisions that enhance organizational effectiveness. Promote a supportive and inclusive team environment that values diverse perspectives and contributions.

Lead by exhibiting positive leadership qualities through clear communication and guidance, which further inspire and motivate others to achieve results that align with Hallmark's benchmarks and ethics.

Make Decisions with thoughtful evaluation of situations to determine their importance, urgency, and risks. Make clear decisions that are timely and in the best interest of our clients and organization.

Organized and Strategic in managing time, setting priorities, developing efficient work schedules, monitoring progress towards goals, and tracking activities to achieve desired outcomes and organized work processes.

Solution Oriented Lens with the ability to anticipate potential problems by staying proactive and vigilant. Assess problem situations, generate workable solutions, and make recommendations and/or resolve the problem.

ESSENTIAL FUNCTIONS

Essential functions may include but are not limited to:

Effective Communication – Establish clear and concise communication channels with project teams, executives, and stakeholders to ensure efficient flow of information. Foster strong relationships and facilitate open communication to promote collaboration and timely decision-making.

Document Control System – Develop and implement comprehensive policies and procedures for the document control system to ensure accuracy, accessibility, and security of project documents. Regularly review and update the system to adapt to evolving project needs and industry best practices.

Project Funding Management – Efficiently manage and track all project funding sources, including intergovernmental agreements, to ensure accurate financial tracking and reporting. Collaborate with relevant stakeholders to optimize funding allocation and identify potential cost-saving opportunities.

Document Management – Collect, organize, retain, retrieve, distribute, and transmit project documents in a systematic manner. Ensure proper version control and document tracking, including baseline documents, reference documents, project reports, communications and transmittals, engineering drawings, contract documents, quality records, and other project records as required.

Task Order Coordination – Demonstrate strong coordination skills to effectively plan, schedule, and manage task orders that support project activities, work plans, and budgets. Ensure task orders align with project objectives and deliverables, optimizing resource allocation and timelines.

Project Management Information Systems – Proficiency in utilizing Project Management Information Systems and accounting software, such as Quickbooks, Sage Intacct, Ebuilder, PMWeb, Aconex, or similar platforms. Leverage these systems to streamline project controls processes, enhance data accuracy, and facilitate efficient reporting and analysis.

Financial Analysis and Reporting - Conduct timely and accurate analysis of budgets, financial trends, and forecasts to provide insights and recommendations for effective fiscal management. Develop comprehensive monthly project status reports that highlight key financial metrics, risks, and opportunities.

Budget and Expense Analysis – Review reports to analyze revenue projections, profitability, margins, and budgeted expenses against actual figures. Identify discrepancies, trends, and areas for improvement, providing actionable recommendations to optimize financial performance.

Presentation and Communication – Create high-quality presentation materials for meetings, events, and various communication forums to effectively convey project status, financial analysis, and key insights. Present information in a clear, concise, and visually appealing manner to engage and inform stakeholders.

SOFTWARE - EXPERT LEVEL PROFICIENCY REQUIRED

- Project Management Information Systems: Ebuilder, PMWeb, Aconex or comparable.
- Accounting Software: Quickbooks, Sage Intact.
- Microsoft: Excel, Word, Project, PowerPoint

QUALIFICATIONS/EDUCATION/EXPERIENCE

Education and Experience

- Bachelor's degree in business administration or management, accounting, or a related field.
- 5+ years of project-based experience with a focus on project controls preferred, or a demonstrated aptitude for accounting.

Organizational Skills

- Ability to effectively organize, expedite, and manage multiple complex tasks simultaneously.
- Strong attention to detail and ability to prioritize tasks based on project requirements and deadlines.

Interpersonal and Communication Skills

- Excellent interpersonal and communication skills to interact effectively with diverse stakeholders, both verbally and in writing.
- Proven writing and editing skills to ensure clear and concise communication of project-related information.

Stakeholder Management

- Demonstrated ability to work with a wide range of diverse audiences and stakeholders, fostering positive relationships and collaboration.
- Ability to adapt communication style to suit different audiences and maintain professionalism in challenging situations.

Problem-Solving and Decision-Making

- Respond positively to challenges and handle pressure in a professional manner, demonstrating resilience and adaptability.
- Ability to exercise sound judgment and make informed decisions based on accurate and timely analyses of project data and information.

Integrity and Dependability

- Highest level of integrity and dependability, with a keen sense of urgency and results orientation.
- Commitment to delivering quality work and meeting project objectives within established timelines.

BENEFITS

- Medical, Dental, Vision, Basic Life Insurance
- AFLAC
- 401K Plan
- Vacation and Sick pay