

Project Controls Consultant

An Oakland, CA-based professional consulting firm seeks a skilled project controls professional to provide consulting services to a transportation agency that plans, funds, and delivers transportation projects and programs. The project controls consultant will provide oversight and analysis of the project controls tools and techniques to proactively control costs, schedules, and scopes of work for a large program of capital projects. The consultant will review the current proprietary Microsoft Access database and its usage to understand system performance and issues, recommend improvements to processes and procedures, set and enforce standards and controls, and assist in preparations for database expansion and/or migration to another platform, if needed. This part-time position could become full-time for the right person.

The ideal candidate is **detail oriented, logical, and understands how to assess an organization's project controls system, and recommend solutions** to meet project management needs; has assisted in developing, implementing, and monitoring project controls, including processes and procedures for project strategy, organization and administration, control and change management systems; managed and trained project controls teams; and has working knowledge of current software products for project controls and accounting/financial systems.

Responsibilities/skills:

- Evaluate the current database, report on system performance and problems, troubleshoot issues.
- Recommend database and process improvements to achieve greater data accuracy, better monitor project performance through reporting, and increase efficiencies on a daily basis.
- Set and enforce project controls best practices, including plans and techniques for cost control; mitigating, eliminating, and managing project risks; and schedule management.
- Review new database options such as Primavera Unifier and e-Builder, access data usage and user privileges, and make recommendations on best software solution(s) for the agency.

Education, required experience, and skills:

- A bachelor's degree in computer science, computer analytics, management information systems, or accounting
- A minimum of 5 years of experience in project controls management and a basic understanding of project controls system architecture, programming, troubleshooting, and computer security
- Experience performing the responsibilities above
- Highly refined analytical, problem-solving, and organizational skills
- Expertise with Microsoft Access, Visual Basic for Applications (VBA), and Microsoft SQL Server is desired

If you are interested in providing excellent project controls support, have the ability to manage your time well, and want to work with and support a wide variety of people, this job is for you. The pay is competitive.

You must use the APPLY link below to apply for this position. The link will direct you to the Careers Portal on our website. Please submit your cover letter describing why you are the ideal candidate for the position and your resume. Please submit your documents in Microsoft Word format.

[APPLY](#)