



## **INFORMATION TECHNOLOGY PROJECT MANAGER**

**Classification Title: 674**

**FLSA: Exempt**

**EEOC: 03**

### **GENERAL STATEMENT OF DUTIES:**

Directs teams supporting special technical projects. Works with customers and management to determine project scope and priority. Teams consist of various personnel staffed based upon project requirements.

### **SUPERVISION RECEIVED:**

Works under the general direction of a higher-level manager, who assigns work, establishes goals and reviews the results for overall effectiveness.

### **SUPERVISION EXERCISED:**

Exercises “dotted-line” supervision over team members performing assigned project work. Participates in the selection of project personnel, provides for training, and provides input to higher-level management regarding team member performance.

### **EXAMPLES OF DUTIES:** (Duties may include, but are not limited to the following)

1. Provides leadership, technical expertise and management of software, systems and technical and analytical staff.
2. Directs teams in the performance of projects on a department-wide basis with awareness of countywide impact.
3. Reviews projects to identify scope, required training, and needed resources. Develops plan in consultation with stakeholders; identifies objectives and deliverables; selects and utilizes management tools and techniques to accomplish goals and objectives.
4. Identify project teams and assigns work tasks.
5. Develops work breakdown structures, network diagrams, project schedules and cost estimates. Recommends project budgets. Identifies potential risks and challenges and designs strategies to mitigate or avoid them.
6. Identify potential contractors. Follow contracting guidelines to develop contractor statements of work. Obtains bids from contractors. Administer awarded contracts including monitoring and evaluating performance.

7. Manage project steps to ensure timely completion. Monitors budgets, scheduled, and performance variables. Informs appropriate individuals/groups of progress. Coordinate with internal and external stakeholders as appropriate.
8. Recommends plan modifications as necessary. Obtain approval necessary for recommended changes in scope, quality, budget, or schedule.
9. Reviews project records and prepares final archive documentation.
10. Maintains communications, orally and in writing, with appropriate individuals and groups regarding project goals, plans, changes, and status. May include public presentations.

### **RECRUITING REQUIREMENTS**

#### **KNOWLEDGE, SKILLS AND ABILITY:**

**Thorough knowledge of:** Management of multiple projects; technical planning; and supervisory techniques.

**Skill and Ability to:** Communicate effectively in oral, written and graphic form; ability to apply technical knowledge to project issues; identify problem areas; formulate diagnoses and propose practical and cost-effective solutions; supervise or direct the work of personnel in information technology project areas; conduct resource planning for future project changes and add-ons for budgeting purposes; establishing and maintaining effective working relationships with staff, consultants and vendors; work independently, but also as a strong team member; handle multiple projects and tasks; and ability to understand and carry out complex oral and written instructions

#### **EXPERIENCE AND TRAINING:**

1. Bachelor's degree in computer science with an emphasis in project management, and three [3] years experience with multiple IT related projects and budgets; AND
2. Two [2] years IT related team lead or supervisory experience which may be concurrent with experience above; OR
3. Any equivalent combination of experience, education and/or training relevant to the position.

Adopted: 2/03

Reviewed: 11/08

MR: 11/08