



## JOB DESCRIPTION

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<b>JOB TITLE:</b>	IT Project Manager	<b>FLSA:</b>	Exempt
<b>DEPARTMENT:</b>	Information Technology	<b>GRADE:</b>	PE 3
<b>REPORTS TO:</b>	IT Director		\$73,309 to \$109,965
<b>BARGAINING UNIT:</b>	Non-Represented	<b>DATE:</b>	April 2021

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### SUMMARY

Under general supervision of the Information Technology Director, this position assists with the implementation of strategic organizational priorities of IT projects. Leads project teams and collaborates with staff and consultants. Manages full life cycle systems maintenance and support. Coordinates the development of IT system parameters based upon identified needs of the organization; ensures compliance with scope, system parameters and requirements for all assigned projects. This position requires a broad range of information technology knowledge and comprehensive professional project management expertise.

As a project manager, performs work planning within the Citywide comprehensive information technology governance program ensuring that the most current and cost-effective information technology is available for use on a Citywide basis. As a member of the Information Technology Department team, assists in the development, implementation and maintenance of all information technology including operations and interface; provides expert professional assistance to City management staff in areas of expertise.

### ESSENTIAL FUNCTIONS:

*Essential functions as defined under the Americans with Disabilities Act (ADA) may include any of the following representative duties, knowledge and skills. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and duties performed by incumbents within this classification. Incumbents are required to be in attendance and prepared to begin work at their assigned work location on specified days and hours. Factors such as regular attendance on the job are not routinely listed in the job descriptions, but are an essential function.*

*Essential duties and responsibilities **may** include, but are not limited to, the following:*

- Plans, organizes, administers IT projects.
- Develops and implements goals, objectives, policies, procedures and work standards for Citywide information technology projects.
- Conducts cost price analyses and provides recommendations regarding information technology projects and related purchases. Works within the budget planning cycle and adheres to budget constraints.
- Contributes to the overall quality of information technology's service provision by coordinating project work teams and by reviewing, recommending and implementing improved technology enhancements that improve operating efficiency. Contributes to the development of and assists in administering the City's strategic information

systems plan, which includes capital planning, systems development, technical services, communication services, database management, data center and network operations and customer support activities.

- Develops, negotiates and administers contracts for professional services and software and hardware acquisition for Citywide information technology project initiatives and related system enhancements. Writes project technical specifications and selection parameters for competitive bidding processes.
- Complies with City policies and procedures as they relate to Information Technology project plans and IT purchases.
- Effectively interacts with City staff at all levels of the organization and serves as a facilitator of project teams.
- Provides technical guidance and assists in problem solving and projecting information technology resource requirements.
- Confers with members of other departments regarding departmental or Citywide information systems requirements and solutions; facilitates the resolution of problems and hardware and software acquisition.
- Directs or assists in the conduct of analytical studies and systems development projects; develops and reviews reports of findings, alternatives and recommendations; makes recommendations to City management.
- Directs the maintenance of accurate records and files.
- Prepares and directs the preparation of a variety of written correspondence, reports, procedures and other written materials.
- Monitors and interprets developments in the field of information technology; evaluates their impact upon City activities, and makes recommendations for developing and implementing policy and procedural changes as required.
- Uses standard office equipment, including a computer, in the course of the work; will drive a motor vehicle or arrange for appropriate transportation in order to attend off-site meetings and to service City locations.
- Develops and maintains system documentation, business workflow and inventory management; recommends changes to maximize efficiency.
- Demonstrates courteous and cooperative behavior when interacting with public and staff; acts in a manner that promotes a harmonious and effective workplace environment.

## **QUALIFICATIONS**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.*

### **Education and Experience**

A bachelor's degree in computer science, information technology systems, or a field related to the work; AND a minimum of five years of professional experience in information technology project management, OR an equivalent combination of education, training and experience as determined by Human Resources. A bachelor's degree is strongly preferred.

### **Required Knowledge and Skills**

Knowledge of:

- Project management principles and practices.
- Knowledge of project management software.

- Principles, practices and methods of training techniques, problem-solving techniques, knowledge of personal computer hardware, software applications, network equipment and mobile hardware and applications.

### **Required Knowledge and Skills**

Skill in:

- Systems development methodologies and their application in a public agency setting.
- Operational characteristics, capabilities and limitations of various hardware, software and network equipment and systems; voice/data network and transmission technology.
- Principles and techniques for evaluation of work processes for new or upgraded computer applications.
- Principles of technical report preparation, including computer research and analysis techniques.
- Principles and practices of developing teams, motivating employees and managing in a team environment.
- Record keeping principles and practices.
- Correct business English, including spelling, grammar and punctuation.
- Techniques for dealing with staff, the public and elected officials in person and over the telephone.
- Developing effective project work teams and motivating individuals to meet goals and objectives and provide customer services in the most cost effective and efficient manner.
- Preparing clear and concise reports, correspondence and other written materials; using initiative and independent judgment within general policy guidelines.
- Using tact, discretion and prudence in dealing with those contacted in the course of the work.
- Planning, organizing reviewing and ensuring agreed upon project objectives and schedules are met when supporting Department functions and organizational priorities.
- Conducting complex resolutions to various computer problems, analyzing procedures, applications, and/or problems and making sound recommendations for new applications.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

### **REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:**

- Valid driver's license.
- Project Management Certification (PMP) or comparable certification is highly desirable.

### **PHYSICAL/MENTAL REQUIREMENTS**

*The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Mobility to work in a typical office setting; use standard office equipment; stamina to sit for extended periods of time; vision to read printed materials, hearing and speech to communicate in person or over the phone; strength to lift and carry up to 50 pounds.

**WORKING ENVIRONMENT**

Work is performed in an office setting. Possible 24/7 call out to support the mission of the IT Department.

**SAFETY FUNCTIONS**

- Becomes familiar with and observes all applicable safety and security policies/procedures.
- Immediately reports all unsafe conditions and acts to supervisor.
- Reports all accidents to supervisor immediately.
- Obeys and adheres to all safety rules and work practices.

**CONDITIONS OF EMPLOYMENT**

1. *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*
2. *Any City employee may be required to stay at or return to work during emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.*

**I have read and understand the contents of this job description, and I have received a copy of this job description for my records.**

**EMPLOYEE**

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SUPERVISOR**

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

*The City is an EOE employer.*