FLSA Status:	EXEMPT	**Job Department:**	Information Technology
Job Code:	I121	**Reports To (Job Title):**	Assistant Information Technology Director

PURPOSE

This position manages technology projects through the project lifecycle by working with colleagues to conduct feasibility, risk, regulatory compliance, and Return on Investment (ROI) analyses for proposed technology projects; participating in/lead the development of the Request for Proposals/Request for information process; developing a project plan to deliver the proposed approach, including time and cost estimates; and, overseeing the design, development and implementation phases of all IT projects while coordinating with the customers, vendors, and other relevant areas of Information Technology (IT).

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Work closely with customers and/or IT staff to clarify and document business requirements.
- Conduct feasibility, risk, regulatory compliance, and ROI analyses for proposed projects.
- Establish measurement criteria to assess project effectiveness/success.
- Create/manage the project budget.
- Develop a proposed approach to address a business problem. For example, creating a build versus buy analysis.
- Participate in/lead the development of the Request for Proposals/Request for information process.
- Participate in/lead the governance review process for new projects.
- Develop a project plan to deliver the proposed approach, including time and cost estimates.
- Assemble a project team and arrange for any necessary project resources.
- Create/manage the work breakdown structure (WBS).
- Make project assignments, while providing leadership to the project team, managing project scope and ensuring the quality of deliverables.
- Monitor, communicate, and report project process against project plan, requirements, budget, quality measures, and business results expected.
- Maintain ongoing communication with customer(s)/stakeholders and other key IT staff during the course of the project to ensure that they are up to date on project process.
- Oversee the design, development and implementation phases of the project, coordinating with the customers, vendors, and other relevant areas of IT.
- Conduct project close activities (e.g., create closeout plan and report, arrange for post implementation review). Participate in Change Control activities.
- Manage vendors in the context of the project.
- Train, mentor, and develop junior team members. Ensure maintenance of project library.
- Participate in contract preparation activities

OTHER DUTIES AND RESPONSIBILITIES

- Perform other related duties as assigned.

SUPERVISORY RESPONSIBILITIES

Functional and Technical Supervision - Regular responsibility for giving direction and guidance to employees as a lead worker, project manager or internal advisor. As an ongoing part of the position, the employee can expect to supervise approximately 35 employees.

FINANCIAL / BUDGETARY RESPONSIBILITY

This position manages complex financial activities and actions within the scope of a technology project. An example of the costs of an entire project portfolio containing multiple projects could be upwards of $5 million. The position must understand how to estimate a project, report on budgetary status and health during the project lifecycle, as well as, be involved heavily in the purchasing process.

QUALIFICATIONS:
The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- A Bachelor's in Computer Science, Information Technology, Project Management or another related field of study; *or*
- An equivalent qualification, *such as* a high school diploma/GED *and four* (4) years of additional experience.

EXPERIENCE

- Three (3) or more years of job related work experience as a Project Manager or a closely related field.

CERTIFICATES, LICENSES, REGISTRATIONS

- Project Management Professional (PMP) desired.

KNOWLEDGE OF

- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Administration and Management: principles and processes involved in business and organizational planning, coordination, and execution. This includes strategic planning, resource allocation, manpower modeling, risk management/mitigation tools, and leadership techniques.
- Project Management: Principles, methods or tools for developing, scheduling, coordinating, and managing projects and resources (e.g., work breakdown structures, earned value, critical path analysis).

- Statistical Principles: Principles and processes dealing with the collection, analysis, interpretation, and presentation of quantitative data, which includes independent verification and validation.
- Contract Management: Methods for administering and managing contracts, understanding the terms and conditions of contracts (guidelines and protocols), and payment thereof.
- Cybersecurity: Methods, tools, and procedures in development of information security plans, to prevent information systems vulnerabilities, or to restore security of information systems and network services.
- IT Design: Architectural methodologies used in design and development of information systems, including the physical structure of a systems operations and interactions with other systems, ranging from systems design concepts and methods down to the architecture, topology, and operation of software, hardware, networks, and telecommunications systems.
- Data Management: Principles and procedures for the indexing, storing, and retrieving of documents and data, including large set data storage, retrieval, and analysis.
- Integrated Systems Management: Principles, procedures and tools for planning or managing implementations, updates or integrations of systems components.
- Principles, methods and procedures for installing, integrating, and optimizing information systems components.
- IT Value Determination: Systems life cycle management concepts, as well as, Principles, methods and tools, (surveys, system performance measures) to assess the effectiveness and performance of IT systems.
- Principles, methods and tools for quality assurance and control, including IT metrics methods and concepts.
- Specification Assessment: Principles, methods, and tools used in managing requirements.

SKILLS AND ABILITIES IN

- Accuracy: Paying attention to detail in dealing with numbers, words, and ideas.
- Information Organization: Finding ways to structure or classify multiple pieces of information.
- Critical Thinking: Using logic and analysis to identify the strengths and weaknesses of different approaches, *which includes identifying, analyzing, and categorizing project risks.*
- Executive Summary: Synthesizing and simplifying complex concepts for executive audiences.
- Budget Management: Developing plans and budgets; comparing them against actual activity.
- Interactive Presentation: Effectively presenting information to groups and responding to questions, which may include preparing charts and graphs.
- Written and Oral Expression: Communicating information and ideas in writing, as well as through speech, so others will understand including routine reports, correspondence, and pre-set formats.
- Maintaining Current Knowledge: Reading, analyzing, and interpreting general business periodicals, professional journals, technical procedures, or governmental regulations, which includes developments and new applications of information technology (hardware, software, telecommunications), and emerging technologies.
- Researching: Conducting research including design and measurement, sampling and survey, and data handling by the use of computers.
- Technical Reasoning: Interpreting an extensive variety of technical instructions in mathematical or diagram form and dealing with multiple abstract and concrete variables.
- Project Assessment: Evaluating current / potential projects for effectiveness and efficiency, which includes evaluating project resources.
- Broad-based Collaboration: Establishing cooperative working relationships with all levels of employees; effectively building consensus and results with a diverse range of people, profession, industries, and interests. Also, facilitating small and large groups.

- Management of Material Resources: Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
- Functional & Project Leadership: Managing and leading a project and a team, which includes working within a team to develop a vision, set appropriate goals and strategies, and achieve goals through effective leadership and management.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Adaptability: Creatively adapting to a rapidly changing work environment, as well as, managing problems and changes that arise in projects.
- Complex Problem Solving: Identifying problems and reviewing related information to develop and evaluate options and implement solutions, *which includes mitigating project risk by initiating corrective action*.
- Planning: Sensing the environment and setting goals and objectives, such as the use of project resources by teams.
- Project System Ability: Managing multiple complex projects while working with a variety of software packages, tasks, and projects at the same time.
- Prioritization: Selecting, from multiple options, activities to achieve a goal.
- Project Coordination: Estimating and planning project timelines, milestones and task schedules; monitoring and controlling project process according to plans.
- Negotiation: Bringing others together to reconcile differences.
- System Perception: Discerning when important changes have occurred or likely will in a system.
- System Evaluation: Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.
- Systems Analysis: Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- Deductive Reasoning: Applying general rules to specific problems to come up with logical answers. This involves deciding if an answer makes sense or provides a logical explanation for why a series of seemingly unrelated events occur together.
- Inductive Reasoning: Combining separate pieces of information or specific answers to problems to form general rules or conclusions. This includes coming up with a logical explanation for why a series of seemingly unrelated events occur together.

GUIDANCE RECEIVED

General Standards
A range of professional standards and methods guide completion of assignments and decisions made. Adherence to policy, City procedures and general supervisory direction is expected. Position incumbents are responsible for making recommendations about changes to methods, procedures and policies and helping to implement changes.

CONTACTS

Internally, this position regularly interacts with all levels of employees, police and fire staff, as well as executive city management team, directors, department employees and IT Staff. Externally, it regularly engages with vendors and support agencies.

EQUIPMENT AND PROPERTY

Equipment utilized by this position may include but is not limited to: Multi-line telephone, fax, copier, scanner, computer, printer, calculator, and/or a vehicle.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

The employee is constantly required to listen, see, sit, talk, and walk. Frequently, s/he is required to balance, carry, drive a vehicle, grasp, lift up to 10 pounds, lift up to 25 pounds, push or pull, reach, and stoop. Occasionally, s/he is required to stand.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The employee is frequently exposed to stress. The noise level in the work environment usually is low.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.