AUBURN
Human Resources

Coord, IT Project Mgmt

Job Description

JOB INFORMATION

Job Code	MA19
Job Description Title	Coord, IT Project Mgmt
Pay Grade	IT04
Range Minimum	$47,970
33rd %	$57,560
Range Midpoint	$62,360
67th %	$67,160
Range Maximum	$76,750
Exemption Status	Exempt
Approved Date:	11/24/2019 1:31:06 PM
Legacy Date Last Edited	10/10/2019

JOB FAMILY AND FUNCTION

Job Family:	Information Technology
Job Function:	Technical Project Management

JOB SUMMARY

Under general supervision, supports the Project Management department in the production and maintenance of the project library, recording and reporting systems. Works with the team manager through data collection and analysis to provide strategic and meaningful advisory service to clients.

RESPONSIBILITIES

- Coordinates the production of all reports and produces project summary reports to include proposal preparations, execution plans, work breakdown structure, project timelines and budget details by working closely with the team members of the Project Management Office; helps to ensure accurate and consistent status updates of deliverables and reporting.
- Advises and assists project team members in the consistent application of project procedures, forms, disciplines and reporting standards. May assist the core team to perform detailed and specific data mapping required to support the project.
- Develops and supports effective communication mechanisms between the project teams and potential clients.
- Maintains risk and issue logs and change control reports, providing details to management as needed.
- Undertakes any other administrative tasks as specified by the Associate Director and Project Managers.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Associate's Degree	No specific discipline. Degree in IT or related field preferred.	and	3 years of	Experience working on IT/IS projects; experience gathering and manipulating data for reporting purposes. Experience must show progressively increasing levels of responsibility and accountability.	Or
High School Diploma or GED		and	7 years of	Experience working on IT/IS projects; experience gathering and manipulating data for reporting purposes. Experience must show progressively increasing levels of responsibility and accountability.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of project management principles and methodologies.	And
Proficient with Microsoft Office Applications.	And
Excellent communication skills both written and verbal.	And
Ability to recognize, analyze, and solve a variety of problems.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Office and Administrative Support

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching			X			
Talking					X	
Hearing					X	
Repetitive Motions			X			
Eye/Hand/Foot Coordination			X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme temperatures		X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Hazards		X			
Wet and/or humid		X			
Noise		X			
Chemical		X			
Dusts		X			
Poor ventilation		X			

Vision Requirements:
Ability to see information in print and/or electronically.