AUBURN
Human Resources

IT Project Manager

Job Description

JOB INFORMATION

Job Code	MA20
Job Description Title	IT Project Manager
Pay Grade	IT08
Range Minimum	$69,760
33rd %	$88,370
Range Midpoint	$97,670
67th %	$106,970
Range Maximum	$125,580
Exemption Status	Exempt
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JOB FAMILY AND FUNCTION

Job Family:	Information Technology
Job Function:	Technical Project Management

JOB SUMMARY

Under general supervision, coordinates, plans, supports, and executes routine to somewhat complex IT projects across the campus, while promoting the understanding of Project Management principles across the IT organization.

RESPONSIBILITIES

- Assembles project team, assigns individual responsibilities, identifies appropriate resources needed, and develops schedules to ensure timely completion of project.
- Develops detailed work plan and schedules, provides projected cost and personnel estimates, and status reports; ensures adherence to quality standards, reviewing project deliverables, and project tracking and analysis.
- Oversees the integration of vendor tasks; tracks and reviews deliverables related to projects.
- Defines project scope, objectives and success indicators and manages projects from original concept through final implementation.
- Develops policies and mandates to support the project and manage risks based on understanding of organizational strategy and goals.
- Provides guidance to project team and recommends/takes action to direct the analysis and solutions of any problems.

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	
Bachelor's Degree	No specific discipline required. Degree in IT or related field preferred.	and	5 years of	Project Management experience with a strong understanding of the implementation of the Project Management Life Cycle and industry accepted PM Methodology. Strong MS Office suite skills and widely-used PM computer-based tools knowledge (MS Project, etc.) and Internet-based management of projects (WBS/Visio, etc.). Experience must show progressively increasing levels of responsibility and accountability.	Or
Associate's Degree	No specific discipline required. Degree in IT or related field preferred.	and	9 years of	Project Management experience with a strong understanding of the implementation of the Project Management Life Cycle and industry accepted PM Methodology. Strong MS Office suite skills and widely-used PM computer-based tools knowledge (MS Project, etc.) and Internet-based management of projects (WBS/Visio, etc.). Experience must show progressively increasing levels of responsibility and accountability.	Or
High School Diploma or GED		and	13 years of	Project Management experience with a strong understanding of the implementation of the Project Management Life Cycle and industry accepted PM Methodology. Strong MS Office suite skills and widely-used PM computer-based tools knowledge (MS Project, etc.) and Internet-based management of projects (WBS/Visio, etc.). Experience must show progressively increasing levels of responsibility and accountability.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge and understanding of discipline specific information technologies.	And
Knowledge of process improvement, cost analysis techniques and public institution purchasing principles, procedures, bid law regulations and standards.	And
Excellent communication skills both written and verbal.	And
Ability to recognize, analyze, and solve a variety of problems.	And

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
	PM certification preferred.	Upon Hire	Desired	

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			
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.