Coord, IT Project Mgmt
J o b   D e s c r i p t i o n

JOB INFORMATION

Job Title:	Coord, IT Project Mgmt
Auburn Title:	Coord, IT Project Mgmt
Job Code:	MA19
FLSA Classification:	Non-Exempt
Salary Grade:	IT04 $41,200 - $65,900
Organizational use restricted to the following divisions:	

JOB FAMILY AND FUNCTION

Job Family:	Information Technology
Job Function:	Technical Project Management

Family Description

This job family manages or performs work associated with analysis, design, implementation, operation, deployment, and support of the organization's information technology resources (including computer hardware, operating systems, communications, software applications, data processing and security), telecommunication systems, and software/database products by internal staff, outsourcing staff, or consultants. Activities include developing information technology strategies, polices and plans; maintenance and use of information technology resources; training and supporting technology users; telecommunications network planning, operations and site acquisition; programming software/database products for sale to external customers; developing PC, online, and mobile games; and internet product management & operations.

Function Description

Responsible for planning, organizing, and controlling resources/processes to achieve project/program objectives within scope, time, quality, and budget constraints. Technical project/program management work requires the incumbent to have some foundational knowledge in the specific area in order to advise on scope changes, QA and other more technical aspects of the project.

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.

KEY RESPONSIBILITIES

		% TIME
•	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.	30%
•	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.	25%
•	Develops and supports effective communication mechanisms between the project teams and potential clients.	20%
•	Maintains risk and issue logs and change control reports, providing details to management as needed.	15%
•	Undertakes any other administrative tasks as specified by the Associate Director and Project Managers.	10%

The above key responsibilities are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position and the percent of time spent on each duty varies based on department needs.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform the minimum requirements listed below. The requirements listed below are representative of the skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the key responisibilities.

Minimum Education and Experience

Education Level	Field of Study		Years of Experience	Area of Experience	
Associate's Degree	No specific discipline. Degree in IT or related field preferred.	And	3	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/GED		And	7	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 Skills and Abilities

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

Minimum Technology

Technology	Technology Details	
Microsoft Office		

Minimum Licenses and Certifications

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

Approved Date: 11/10/2019