IT Project Manager
J o b   D e s c r i p t i o n

JOB INFORMATION

Job Title:	IT Project Manager
Auburn Title:	IT Project Manager
Job Code:	MA20
FLSA Classification:	Exempt
Salary Grade:	IT08 $59,900 - $107,800
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, 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.

KEY RESPONSIBILITIES

	% TIME
• Assembles project team, assigns individual responsibilities, identifies appropriate resources needed, and develops schedules to ensure timely completion of project.	25%
• Develops detailed work plans and schedules, provides projected cost and personnel estimates, and status reports; ensures adherence to quality standards, reviewing project deliverables, and project tracking and analysis.	20%
• Oversees the integration of vendor tasks; tracks and reviews deliverables related to projects.	20%
• Defines project scope, objectives and success indicators and manages projects from original concept through final implementation.	15%
• Develops policies and mandates to support the project and manages risks based on understanding of organizational strategy and goals.	10%

• Provides guidance to project team and recommends/takes action to direct the analysis and solutions of any problems. Performs other duties as assigned by supervisor.	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	
Bachelor's Degree	No specific discipline required. Degree in IT or related field preferred.	And	5	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	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/GED	General education	And	13	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 Skills and Abilities

Description	Proficiency	
Knowledge and understanding of discipline specific information technologies.	Intermediate	And
Knowledge of process improvement, cost analysis techniques and public institution purchasing principles, procedures, bid law regulations and standards.	Intermediate	And
Excellent communication skills both written and verbal.	Intermediate	And

Minimum Skills and Abilities

Description	Proficiency	
Ability to recognize, analyze, and solve a variety of problems.	Intermediate	

Minimum Technology

Technology	Technology Details	
Microsoft Office		And
	MS Project	

Minimum Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	
None Required.	PM certificate preferred.		

Approved Date: 11/10/2019