



JOB INFORMATION

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|-------------------------|------------------------|
| Job Code | MA21 |
| Job Description Title | Sr. IT Project Manager |
| Pay Grade | IT09 |
| Range Minimum | \$74,180 |
| 33rd % | \$93,960 |
| Range Midpoint | \$103,860 |
| 67th % | \$113,750 |
| Range Maximum | \$133,530 |
| Exemption Status | Exempt |
| Approved Date: | 11/24/2019 5:54:03 PM |
| Legacy Date Last Edited | 11/10/2019 |

JOB FAMILY AND FUNCTION

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|---------------|------------------------------|
| Job Family: | Information Technology |
| Job Function: | Technical Project Management |

JOB SUMMARY

Under limited direction, plans, manages, supports, and executes large-scale and/or complex IT projects across the campus, while promoting the understanding of Project Management principles across the IT organization.

RESPONSIBILITIES

- Plans, develops, and implements all assigned projects; provides a single point of contact for all constituents serving as the project lead/liaison. Negotiates with line managers in both technical and functional areas to obtain required resources.
- 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 leadership, technical and analytical guidance to project team and recommends/takes action to direct the analysis and solutions of any problems.
- Trains other staff in technical complexities of assigned work. Performs other related duties as assigned by supervisor.

SUPERVISORY RESPONSIBILITIES

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|----------------------------|---|
| Supervisory Responsibility | May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees. |
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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 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. Degree in IT or related field preferred. | And | 7 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

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|---|-----|
| In-depth 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 |
| Ability to mentor and train others. | 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.