

IT Project Manager

DEFINITION

Work at this level involves all aspects of direct project management for the concurrent coordination and leadership of information technology projects of up to moderate size and complexity. The projects assigned to this classification are primarily technical in nature and can often be managed through a more sequential and logical manner and may be less formal due to the nature of the projects (size, complexity, etc.). Projects managed by employees of this classification integrate technologies which have been previously implemented and supported by the City, and where internal resources are available to provide technical expertise. Projects managed by this classification will generally have small to medium size project teams (5-10 members), and have anticipated durations of less than one year. Projects' deliverables are focused on maintaining and improving business/technical processes and their application within the organization and/or business area. Clients and contacts are generally internal to IT, and may also include contact with external management as needed.

The nature of the work allows considerable independence of action and judgment in determining project requirements and directing the work of consultants, contractors or internal technical or administrative staff in accordance with project parameters.

The primary function of positions in this classification is the direct management of IT projects. Positions which provide project leadership as a portion of their role will not belong to this classification.

TYPICAL DUTIES *

Plan and direct all aspects of project management activities including project initiation and funding approvals; planning and design; discovery and requirements definition; selection and procurement; testing and evaluation, and implementation.

Build and maintain existing client relationships, encourage open lines of communication, and create acceptance of project with stakeholders when necessary.

Under direction from senior IT staff, consult with clients to ensure the final project scope and deliverables meet business needs.

Develop and validate project risks and issues. Update, maintain and circulate risks/issues to project team and stakeholders. Ensure issues/ risks are understood, addressed or mitigated.

Develop and validate project schedules. Update, maintain and circulate schedules to project team and stakeholders. Ensure dependencies or interactions with other projects are understood, planned and scheduled.

Prepare project schedules and budgets. Develop and evaluate options. Prepare time, cost and risk assessments for project governance consideration and approval.

Track project deliverables and ensures overall delivery compliance with schedule, budget and scope. Maintain budget, cost and schedule controls, and ensure established business processes are followed. Resolve issues proactively to reduce/eliminate impact on stakeholders. Prepare progress reports. Escalate project concerns to project governance.

Motivate, lead and provide work direction to assigned team(s). Define resource requirements and assist in selection of resources. Set performance expectations and monitor performance of assigned resources including checking and verifying work performed. Resolve team conflicts between project staff.

Chair or attend project meetings and ensure stakeholders are informed of project status.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge and ability to apply project management methodologies, standards and techniques in an information technology environment.

Demonstrated competencies in budget and timeline management, scope and risk management, as well as demonstrated skills in timely decision making, prioritizing and delegating work, and dealing with changing priorities.

Excellent interpersonal, verbal and written communication skills including the ability to facilitate discussions and presentations, provide consultation and advice, build client relationships, and resolve conflict to accomplish work objectives.

Strong organizational skills, including the ability to plan, prioritize, schedule and execute work assignments. Ability to provide guidance and direction to less experienced staff, including the ability to provide effective team building and work direction to assigned team(s).

Expert knowledge of Microsoft Project, as well as other office productivity tools (eg. Word, Excel and PowerPoint, etc.)

TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

- Degree in a related discipline, and 4 years experience in a project leadership role in an Information Technology environment or Post-secondary diploma in a related discipline, and 6 years related experience, of which 4 years is in a project leadership role in an Information Technology environment.
- Certified Associate in Project Management (CAPM) Designation is desirable.

Opportunity Concept

- Degree and 2 years experience in a project leadership role in an Information Technology environment or a diploma and 4 years experience in a project leadership role in an Information Technology environment.

* *This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

Salary Plan	<u>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Job Code				
Grade	039		039	
Originated:	2012			
Last Updated:				
Previous Updates:				