



## JOB DESCRIPTION

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**TITLE: IT PROJECT MANAGER**  
**STATUS: FLSA Exempt**  
**GRADE: Grade 19**

### **JOB SUMMARY:**

Responsible for the guidance and effective management of information technology projects for the District through strategic direction, communication, continual improvement, change management, and implementation. Leads project teams and oversees work conducted by members including employees, vendors, and consultants.

### **REPORTING RELATIONSHIPS:**

This position reports to the Information Technology Manager. This position does not supervise other positions, but is responsible for leading and coaching both cross-disciplinary and functional teams. This position has delegated IT Manager duties and authority during the absence of the IT Manager and occasionally delegated in the presence of the IT Manager.

**ESSENTIAL DUTIES** include the following, performs other duties as assigned:

- Manages assigned projects and project teams, provides continuous assessment and recommendations to promote progress, provide course correction, and prioritize competing requests;
- Leads diverse project teams through business and system analysis, planning, initiation, procurement, and implementation;
- Designs and implements communication and change management strategies that facilitate participation and adoption;
- Facilitates meetings, develops effective teams, and fosters positive professional relationships;
- Creates and maintains project documents and standards; and
- Reports status and progress, serving as project champion, managing project perception and delivering effective presentations to influence diverse audiences;
- Ensures IT staff are prepared to support newly implemented or upgraded technology through its lifecycle. Provides recommendations for end of life technology.

### **MINIMUM QUALIFICATIONS:**

#### **Knowledge, Skills, and Abilities:**

- Principles, techniques, and methodologies of information technology project management and Information Technology process frameworks including Incident Management, Change Management, and Request Management;

- Systems development, including analysis, requirements, design, testing, implementation, integration, maintenance, documentation and training;
- Business process analysis, benefits analysis and benefits realization;
- Vendor management practices, processes, and strategies;
- Procurement and contract processes;
- Continual process improvement and change management strategies considerate of organizational culture;
- Employee development techniques, training, coaching and mentoring;
- Negotiating competing interests, conflict resolution;
- Analytical and conceptual thinking, problem solving, and strategic planning;
- Synthesizing complex information for easy consumption;
- Working both independently and as a member of a team, making appropriate decisions regarding work methods and multiple, competing priorities;
- Using computers, applicable software, information systems, and database programs; and
- Communication, both written and oral, and interpersonal skills as applied to interaction with coworkers, management, the general public, etc. sufficient to exchange or convey information and to receive work direction.

#### **Experience/Education:**

Any equivalent combination of education and experience that provides the applicant with the knowledge, skills and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be four years of IT project management experience and a bachelor's degree in information technology, business administration, or a related field.

#### **Licensing/Certifications:**

Possession of Project Management Professional (PMP) certification, or other related professional certification, is preferred.

#### **WORKING CONDITIONS:**

Duties are performed in an office environment with travel to work sites throughout the District.

#### **PHYSICAL REQUIREMENTS:**

This job typically requires climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, finger dexterity, grasping, talking, hearing, seeing, and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

*This job description does not constitute an employment agreement and may be changed or amended at any time to meet the needs of the District.*

Approved: December 15, 2014

Revised: May 10, 2019