CLASS TITLE: INFORMATION TECHNOLOGY PROJECT MANAGER

PURPOSE OF THE CLASSIFICATION: Under direction is responsible for implementing, managing, coordinating and ensuring successful and timely completion of projects for multiple departments and performs other related assigned duties.

ESSENTIAL TASKS:
- Performs project management duties, including planning, prioritizing, coordinating, and controlling the analysis, design, implementation, documentation, testing and maintenance phases, if applicable, for both IT and non-IT projects
- Determines and assigns/delegates and deploys personnel and technical resources required to successfully complete projects on schedule and within budget, ensuring project objectives fulfilled
- Provides guidance and assistance to project personnel and mentoring on project management methodology
- Monitors system changes, analyzing impact on business requirements and revising as required
- Employs project planning and control for the development and maintenance of project schedules
- Maintains on-going communication with users throughout the life of projects
- Assesses projects risk on a regular basis, taking appropriate action to ensure project objectives timely and successfully met
- Maintains and provides regular comprehensive status reports and project schedules
- Conducts training needs analysis, interviewing and surveying to aid in planning training programs, meet business needs and assist in developing, implementing and providing training materials
- Prepares proposals for new projects
- Develops RFP's/specifications for new systems/modules and evaluates vendor responses
- Leads and/or attends various meetings to communicate information, develop IT partnership relationship, advise, recommend and make presentations created to present technical proposals/plans/documentation
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in computer science, management information science or a related field; and five (5) years experience working in a professional environment as a project facilitator, coordinator or leader; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Comprehensive knowledge of systems analysis and design methods and techniques; considerable knowledge of designing, documenting and implementing business solutions; and good knowledge of project management methodology.   Ability to effectively employ concepts and techniques of project management, including planning, control and deployment of resources; ability to manage tasks, resources, vendors and assess risks; ability to analyze complex concepts/ideas; ability to plan training programs; ability to work, mentor and provide guidance/training to all levels of personnel; ability to effectively communicate both verbally and in writing, creating and making public presentations; ability to work independently and as a team; ability to understand project management methodology and take responsibility for successful management and completion of projects; ability to work on fast-paced, multiple projects of varying complexity with tight deadlines, continually adapting to changing priorities; and the ability to understand and influence the behavior of others within the organization, customers or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 20 pounds; may be subject to walking, standing, sitting, reaching, bending, kneeling and handling; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certification: Possession of a valid Oklahoma Class "D" Operators License.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting and may require some travel to various City locations to review systems.

Class Code: 2507
EEO Code: E-01
Pay Code: IS-44

Group: Clerical and Administrative
Series: Data Processing and Information Services

Effective date: December 3, 2008