

## INFORMATION SYSTEMS PROJECT MANAGER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### **SUMMARY DESCRIPTION**

Under general direction, provides professional management of Information Systems technical projects and project supervision of Information Systems staff; analyzes a broad range of technical and management issues related to City operations; provides coordination with other departments, consultants and suppliers; provides technical expertise and assistance to Information Systems operations; and represents the Department in the absence of the Department Head.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Evaluate existing City software and hardware environments and recommend, purchase and implement replacement computer applications.
2. Contribute to the day-to-day technical operation of the Department.
3. Lead project groups using team building and other collaborative techniques.
4. Serve as project manager and provide technical advice to a wide range of Information Systems projects.
5. Prepare documentation of project processes.
6. Maintain project budget and schedule control of projects.
7. Assist in the preparation of the Department's annual budget.
8. Respond to customer inquiries and requests for service.
9. Develop and submit Requests for Proposals and evaluate proposals; negotiate, develop, and administer contracts with consultants and suppliers.
10. Provide professional and administrative staff assistance to the Department Head.
11. Assist Department Head in developing and implementing Department goals and objectives, policies, procedures and priorities.
12. Analyze a variety of organizational, administrative and policy issues; develop recommendations; prepare and present reports.
13. Perform related duties as required.

## **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

### **Knowledge of:**

- Principles of general management, organization, budgeting, and project development.
- Desktop computer environments and Microsoft operating systems.
- Principles of supervision and training.
- The structure of data and voice networks.
- Principles and practices of program development and administration.
- Computer applications applicable to the current needs of the Department and the City.
- Principles and techniques of administrative and management analysis.
- Pertinent federal, state, and local laws, codes, and regulations.

### **Ability to:**

- Manage Citywide technical programs and projects.
- Analyze and evaluate software and hardware packages.
- Evaluate and recommend changes to department policies, programs and practices, analyzing alternate situations.
- Manage multiple simultaneous projects.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

## **Education and Experience Guidelines**

### **Education/Training:**

A Bachelor's degree from an accredited college or university with major course work in computer technology, public administration, business administration, or a related field.

### **Experience:**

Five years of increasingly responsible technical and project management experience.

### **License or Certificate:**

Possession of an appropriate, valid driver's license.

Possession of certifications in applicable project management, operating systems and/or networking is desirable

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed in an indoor and outdoor setting, with some travel from site to site.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

FLSA: Exempt

Created: April 2002

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This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.