Job Description

PimaCommunityCollege

Position Title: Project Manager, Information Technology

Job Group: Information Technology   Job Level Group: Professional - Senior

FLSA Status: Exempt

Position Summary:

The Senior Project Manager, Information Technology plans and oversees multiple technology projects. Plans and designates project resources, prepares reports and correspondence, monitors progress, and keeps stakeholders informed throughout the project life cycle. Performs liaison duties between project stakeholders and outside vendors and contractors.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Plans, executes, monitors, and delivers IT projects.

2. Maintains communication between the team, stakeholders, and clients.

3. Creates project-related documents.

4. Leads a multi discipline project team to deliver stakeholder's requested solution within scope, on time, and within budget.

5. Creates and delivers internal project reports and updates project data for analysis.

6. Provides project process related feedback and information to the department improving the project management process.

7. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Ability to apply analytical and critical thinking skills with the ability draw conclusions and prepare accurate reports of results

2. Ability to work with independently as well as in a team environment

3. Skill in verbal and written communication with the ability to explain technical concepts to audiences with a wide range of technical skills

4. Knowledge of applicable hardware, software, and peripheral equipment relevant to assignment

5. Knowledge of computer and network operating systems

6. Knowledge of project management principles, processes, and techniques

Supervision:

- Not responsible for supervising the work of others.

Independence of Action:

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Information and Analytics: Allows ability to be a data leader. Provides a holistic representation of College's performance as well as data trends or issues.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in Computer Science, Informational Technology, or a closely related field of study required.
- Master's degree in Informational Technology and Project Management or a closely related field of study preferred.
- Three (3) to five (5) years of related experience with project management.
- Five plus (5+) years of related experience preferred.
- One (1) to Three (3) years of supervisory experience required.

  OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.

- **Physical:** Primary functions require sufficient physical ability and mobility to work in an standard 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 (up to 20 pounds) amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; may be required to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Pre-employment Background Check Required