

State College Borough

IT Project Manager

Job Description



REPORTS TO: Chief Technology Officer
ROLE & LEVEL: P3

DEPARTMENT: Information Technology
FLSA STATUS: Exempt

WORK OBJECTIVE:

The IT Project Manager works both independently and in team environments to plan, direct, and manage all tasks, activities, budget and resources for information technology projects. This position ensures that deliverables and goals are accomplished on time and on budget. This position requires the ability to effectively communicate clearly and cooperatively with all stakeholders. Work is performed under direction with considerable latitude. Position relies on advanced level experience and exercises independent judgment to determine the best approach by using and interpreting policies and procedures. Position seeks technical guidance only on unusual or complex problems or issues.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Collaborates and consults with stakeholders to define project goals and identify resources needed to bring projects to completion
- Manages all project processes including, but not limited to initiation, planning and design, execution, monitoring, and closing
- Develops and maintains documentation to capture project goals, communication milestones, schedule, budget, risks and contingencies
- Completes project tasks and activities in order to achieve the desired project deliverables and milestones
- Prepares all project communications and reports as needed to keep stakeholders informed of project status and related issues
- Analyzes application/software needs and plans for capacity
- Identifies process issues and strengths; proposes solutions
- Assists with the budget; makes recommendations as needed

Supervision:

- None

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KNOWLEDGE, SKILLS, AND ABILITIES:

- Working knowledge of project management best practices, deliverables and standards required, including but not limited to, the Guide to the Project Management Body of Knowledge (PMBOK Guide)
- Thorough knowledge of project management software (i.e., Microsoft Project)
- Skill in the use of Microsoft Office products (Word, Outlook, Excel, and PowerPoint)
- Skill in time management and work organization
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to balance client requests with project objectives and ensure that the expectations can be met without jeopardizing information technology strategic plans
- Ability to identify a problem or situation, troubleshoot, and work with team members to resolve problems
- Ability to communicate effectively orally and in writing

MINIMUM QUALIFICATIONS:

Bachelor's degree in information technology or related field; supplemented by five or more years' project management experience; or an equivalent combination of education, certification, training, and/or experience. This position requires a criminal background evaluation and a valid Pennsylvania Driver's License.

In addition to meeting the minimum qualifications listed above, an individual must be able to perform each of the established essential functions in order to perform this job successfully.

PREFERRED QUALIFICATIONS:

- Project management certification

PHYSICAL REQUIREMENTS:

Depending on functional area of assignment, tasks involve the ability to exert light physical effort usually involving some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). May involve some climbing, balancing, stooping, kneeling, crouching, crawling, walking or standing. Tasks may involve extended periods of time at a keyboard or work station and extended periods of time standing and/or walking.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed inside without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

SENSORY REQUIREMENTS:

Some tasks require manual dexterity, in addition to visual and hearing acuity. Some tasks may involve identifying and distinguishing colors

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The job description does not constitute an employment agreement between State College Borough and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

State College Borough is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, State College Borough provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Name (print)

Supervisor's Name (print)

Employee Signature

Supervisor's Signature

Date

Date