IT Project Manager

Job Code 50007573

General Description
Responsible for assisting departments in development and execution of information system project requests, feasibility studies, project plans and implementation/procurement strategies.

Examples of Duties
Develop and provide SDLC and project management training and documentation.
Lead teams in the SDLC process.
Recruit, hire, train and evaluate staff.
Evaluate the introduction of new processes and technologies.
Participate in alignment efforts and ensure compliance with university architectural standards.
Coordinate the establishment of standard development practices.
Coordinate input of project facilitation and SDLC content to change management and end user training.
Provide project management as needed.
Anticipate, identify, communicate, resolve and/or escalate problems and issues.
Implement quality improvement activities.
Respond to customer questions and concerns.
Produce lessons learned for projects, problems, issues and activities.
Oversee and conduct the development of benchmarking and feedback with vendors, customers and others.
Assist in on-going maintenance of SDLC and project management.
Participate in budgeting and resourcing activities.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: Communicating, motivating, and reinforcing change processes, Campus network accessible services, SDLC fundamentals, university community.

Skill in: Preparing reports, letters and proposals, communicating with others, working as a team member, analyzing user requests and problems, prioritizing own workload, analyzing work flow, identifying and correlating problems and symptoms, analyzing service requests, enhance or modify software to address changing needs, critical thinking.
Ability to: Understand and interpret complex technical materials, policies, procedures, proposals and analyses, perform intermediate math, exchange concepts and procedures, coach junior members, formulate tactics to achieve overall goals, effectively negotiate, make effective presentations, supervise staff.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements