

Project Management Director

Job Code 50010764

General Description

To provide oversight for project management activities, leadership in development and implementation of processes and methodology for effective utilization of project and portfolio management within the department.

Examples of Duties

Provide oversight for the Project Management activities.
Establish Project Management methodology.
Ensure Project Management is enhanced and improved.
Change agent for cultural change to adopt standardized solutions.
Develop and provide Project Management and PMM training and documentation.
Oversee the development of documentation of project activities.
Perform Project and Portfolio Management activities.
Participate in alignment efforts.
Implement portfolio management strategies.
Develop metrics for reporting.
Oversee the development of project management skills and progress on projects.
Assist project leads in understanding the development, updating of project documentation, resolve problems, to perform more effectively.
Provide direction for project managers.
Monitor human and other resource sizing, utilization and future needs.
Recruit, hire, and train new staff, contractors, and consultants.
Collect and maintain relevant data and metrics.
Collect and forecast training and development needs for project management team.
Maintain effective communications within own team and with other teams.
Coordinate with project sponsors, steering teams, project teams, competency centers, technical/functional teams, and other components of the university.
Oversee the consulting activities provided by Project Managers.
Develop customer and university focus and awareness in the Project Management activities.
Assist university departments in development and execution of information system and technology project requests, feasibility studies, project plans, and implementation /procurement strategies.
Provide consulting services to other entities. Provides guidance for SDLC.
Anticipate, identify, communicate, resolve and/or escalate problems and issues.
Implement quality improvement activities.
Collect and maintain relevant project performance data.
Ensure compliance with license agreements.
Perform other duties as assigned.

Knowledge, Skills, and Abilities

Knowledge of: institutional policies, procedures, regulations, computing environment; strategic management theory and principles; project management; SDLC process.

Skill in: prepare clear and concise sentences, letters, memos, and reports; drafting policy statements; working as a team member; interacting with people; motivate work output; presentation skills; implementing solutions; problem solving and decision making skills; analytical, written, oral and interpersonal communication skills; negotiation skills; leadership skills, team management skills; research skills.

Ability to: Understand and interpret complex technical material; intermediate math; communicate effectively; prepare reports; collaborate with others; prioritize workloads; mentor.

Educational Experience

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

Other Requirements