INFORMATION TECHNOLOGY PROJECT MANAGER 3

NATURE OR WORK: Under administrative direction, manages and leads a diverse team in the development and delivery of information technology projects in the Office of Technology. Applies accepted project management methods and processes to deliver projects on time, within budget, adhere to quality standards and meet customer expectations. Responsibility is held for overall coordination, status reporting, and stability of major, complex enterprise-wide projects with extensive requirements analysis and extensive testing requirements . Accountability is held for all project phases including conducting feasibility, risk, regulatory compliance assessments and the formulation and development of project plan; planning and defining project scope; creates and manages work breakdown structure (WBS); managing project resources and budget allocations; develops/selects project team; creates and manages project schedule; oversees quality assurance processes for project duration; develops and implements project communication plan; risk management; procurement, quality assurance and testing, user training, transition planning and ongoing maintenance and support. Represents the office with other governmental agencies, private sector organizations, councils and community organizations; develops and maintains effective collegial relationships as required. Mentors other project managers. Travel may be required. Performs related work as required.

DISTINGUISHING CHARACTERISTICS: Positions at this level involve responsibility for managing large and complex enterprise-wide information technology projects with extensive requirements analysis and extensive testing requirements. Projects at this level are highly visible and have significant impact on state operations and goals.

EXAMPLES OF WORK
   Oversees the planning and formulation of design alternatives and solutions for business problems; provides conceptual estimates, feasibility studies, cost estimates and coordinates the production of project design plans and documents.
   Develops an integrated project plan including project charter, scope statement, Work Breakdown Structure (WBS), responsibility assignments, project schedules, milestones, key staffing requirements, budgets, performance measurement baselines, key risks, risk response plans, management review plans, project execution plan and related management plans.

INFORMATION TECHNOLOGY PROJECT MANAGER 3 (CONT'D)

EXAMPLES OF WORK (cont'd)

Establishes performance and delivery criteria ensuring that client and institutional requirements are being met; prepares project specifications, request for proposals and coordinates project related procurement.

Authorizes the issuance of contracts, purchase orders, change orders and approves contractor invoices for payment.

Directs work sequencing to expedite project delivery and to minimize disruption to agency operations.

Develops and implements project communication strategies; oversees dissemination of project information including objectives, timelines, milestones, and project scope changes; oversees the timely issuance of regular and special status reports; serves as point of contact for project communication.

Identifies and manages project risk and develops risk mitigation plans.

Conducts project quality assurance assessments for project deliverables and work processes; plans and schedules final management evaluation with involvement of all stakeholders.

Develops resources for and implements user training, transition planning and ongoing systems maintenance and support.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of information technology system architecture, system operation, software, hardware, networks and telecommunication systems.

Knowledge of new developments and applications of information technology and emerging technologies.

Knowledge of principles and practices of project management methodology.

Knowledge of state procurement and contracting practices and regulations.

Knowledge life-cycle management concepts.

Knowledge of information technology metrics methods and concepts.

Skill in the use of personal computers in a Windows-based operating environment

Skill in the use of workflow analysis.

Ability to oversee and manage information technology projects.

Ability to develop and manage project budgets.

Ability to plan strategically based on project management plan.

INFORMATION TECHNOLOGY PROJECT MANAGER 3 (CONT'D)

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES (cont'd)
Ability to compile, assimilate, understand complex technical information and data and to communicate to various groups/stakeholders on information technology concepts and terminology.
Ability to assess contract compliance and product/service quality; to negotiate contracts.
Ability to communicate effectively and to deliver effective presentations.
Ability to lead various employee levels to include management, professional, technical and support staff.

MINIMUM QUALIFICATIONS
TRAINING: Bachelor's degree from an accredited four-year college or university in information technology, computer science, business administration or related field.
SUBSTITUTION: Experience as described below may be substituted for the required training on a year-for-year basis.
EXPERIENCE: Ten years of full-time or equivalent part-time paid experience in computer programming, systems programming, database management, systems analysis, or information technology project management

Established: 11/15/07
Effective: 1/1/08