Classification Specification for Classified Service

Title: IT Project Manager I

Pay Scale Group: 71 G

Essential Function

Under general supervision from a designated administrator, oversees a small project or phases of a larger project.

Characteristic Duties

Facilitates projects from original concept through final implementation; works with customer(s) to define project scope and objectives; identifies and analyzes business and system requirements and defines project scope, requirements, and deliverables; identifies issues, resolutions, risks and mitigations; manages project budgets and budget constraints and establishes monitors and maintains schedules/project timelines;

Responsible for coordinating activities of project team, identifying appropriate resources needed, and developing schedules to ensure timely completion of project; develop detailed work plans, resource plans, project estimates and status reports as needed; conducts project meetings and is responsible for project tracking and analysis;

Ensures adherence to quality standards, university policies, procedures and best practices, and reviews project deliverables;

Meets with customer to determine customer expectations regarding the project;

Conducts project meetings and communicates project status with customers, project team members, vendors, and supervisors;

Researches, analyzes, and seeks resources for resolution of issues that impede project progress;

Works with project team members to obtain approval and authorization for access to university computing resources as needed for the project; meets with vendors to discuss customer expectations and explain university policies and procedures and access to computing resources;

May have limited supervision of staff assigned to specific tasks or projects until the tasks or projects have been completed;

Other related duties as assigned.

Minimum Qualifications

Bachelor’s degree in Computer Science, Information Technology, Computer Engineering, or related degree; -OR- an Associate’s degree with two (2) years’ experience; or four (4) years of basic to intermediate level computer hardware related experience. Possesses working knowledge of commonly-used concepts, practices, and procedures and contributes through support, using established processes, methods, and systems.