

## IT (INFORMATION TECHNOLOGY) PROJECT MANAGER II

### JOB DESCRIPTION

**Classification Responsibilities:** An IT (Information Technology) Project Manager II is responsible for performing a variety of journey-level project management work in planning, coordinating, and managing one or more small- to large-scale IT projects simultaneously, which may impact one unit or department through the project's lifecycle and implementation. Duties include: managing projects using IT's Project Management Standards; ensuring accuracy, timeliness, and completeness of all project processes and documentation, management reports, and project status reports according to IT Project Management Standards; organizing, planning, and directing all project activities throughout the project's lifecycle and implementation (example: research/analysis, requirements gathering, risk assessments, technical alternatives, development and implementation planning); developing project proposals which include business justification, return-on-investment, risk assessment, and goals/objectives; facilitating meetings with customers, staff, and contractors in support of project activities; scheduling and tracking resource needs and activities (including City staff, contractors, and outside agencies) in order to meet project objectives and ensure overall quality of work; monitoring, evaluating, and providing performance feedback on City staff's quality of work; ensuring all work is done in alignment with City and IT long-term strategies; managing the procurement processes, which includes definition of the technical and business requirements for Request for Bids (RFB); writing, evaluating, and facilitating selection of Request for Bid proposals; managing project budgets with approvals from appropriate levels to ensure projects remain on-time and on-budget; and performing related duties as required.

**Distinguishing Features:** The IT Project Manager II class is distinguished from the IT Project Manager III class by the latter being considered an expert in project management, having the responsibility for one or more large-scale or highly complex projects concurrently, project complexity which may include multiple departments or units, complete responsibility for project budget, directing the procurement process, and managing a larger number of resources for each project. The IT Project Manager II class is distinguished from the IT Project Manager I by the latter having responsibility for managing one or more less complex projects simultaneously, less formal procurement efforts, and minimal project budget responsibilities. This class must possess excellent communication skills, which are essential when dealing with both internal and external parties, in order to communicate business and technical knowledge. Work is performed with mentoring from the IT Project Manager III class and minimal supervision under the general direction of an IT Manager, who evaluates work through reports, conferences, meetings, and results achieved. This class is FLSA exempt-administrative. (Part-time employees in this class are FLSA nonexempt.)

### QUALIFICATIONS

**Minimum Qualifications Required.** Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Computer Science, Computer Information Systems, Business Administration, or related field. Considerable (3 - 5 years) experience in project management of small-scale systems or services, preferably in information technology.

**Special Requirements.** For this position, an individual receiving a conditional offer of employment from the City of Mesa must pass a background investigation through the City of Mesa Police Department, the Arizona Department of Public Safety, and Federal Bureau of Investigation prior to commencing employment with the City of Mesa. Because of the confidential, sensitive nature of information handled, successful completion of a background investigation and polygraph is required (by assignment).

**Substance Abuse Testing.** Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures (*Police Department Assignment*).

**Preferred/Desirable Qualifications.** Experience in budgeting functions and Microsoft Project, along with certification as a Project Management Professional (PMP) are highly desirable.

## **ESSENTIAL FUNCTIONS**

**Communication:** Communicates with the general public, other City employees, vendors, management, and contractors. Understands the customer's environment and business functions, in order to verbally develop and organize customer requirements, explain available alternatives, and share IT's direction with the customer. Explains data processing technology, theory, and terminology to team members and the customer. Utilizes various presentation techniques to make presentations and recommendations, and is effective at being persuasive in managing customer expectations. Writes business area analyses, multiple system integration studies, management reports, City Council recommendations, environmental impact studies, budget recommendations, customer satisfaction surveys, and five-year computerization plans. Maintains good rapport with customers while integrating requirements (sometimes differing requirements) from multiple customer organizations. Improves communication processes. Develops a trusting working relationship with customers, team members, management, etc.; and motivates team members to achieve milestones. Prepares written documents including Microsoft Project plans, spreadsheets, e-mails, presentations, schedules, and management reports with clearly organized thoughts, using the proper sentence construction, punctuation, and grammar, in order to communicate project plans, set up meetings, and obtain buy-in for project-related recommendations.

**Manual/Physical:** Operates a variety of standard office equipment such as a personal computer (PC), telephone, calculator, and printer in order to acquire, process, and disseminate information. Enters data or information into a programmable workstation using a keyboard and video display terminal, or other devices that provide the same functions to manage small-scale projects. Reviews the work products of others to ensure compliance with IT's Project Management Standards. Prepares and updates schedules, graphs, or Microsoft Project in order to achieve project results, report project status, and create presentations, etc. Attends meetings and seminars. Meets scheduling and attendance requirements.

**Mental:** Plans, organizes, coordinates, and/or directs the activities of project teams. Evaluates the work of teams engaged in system analysis and design, programming, and customer support. Prioritizes and assigns work to personnel, and prioritizes own work. Coordinates work activities, project functions, and/or other tasks with other City organizations, vendors, and consultants. Resolves conflicting project demands. Integrates and improves policies and procedures, short- and long-term objectives, and customer business plans. Understands business needs, requirements analysis, complex business

functions, and complex customer relations with multiple departments. Understands and analyzes complex problems, evaluates alternatives, determines resolutions, and recommends actions. Finds creative solutions to multiple, complex, interrelated systems and business area needs. Researches new technology/theories, and makes recommendations for their use. Acquires knowledge, and keeps abreast of trends and new technology through seminars, trade journals, and professional organizations. Seeks job knowledge through own initiative. Assists in preparing automation budgets for customer departments. Provides input for performance appraisals of project team members. Learns job-related material in a classroom setting and/or through on-the-job training.

**Knowledge and Abilities:**

Knowledge of:

complex project management and control techniques;  
database management systems and applications;  
computer control systems;  
leadership planning and administration;  
strategic planning and competitive analysis methodology;  
general functions of City departments, including departmental needs and requirements;  
laws, policies, and regulations governing the purchase of commodities and services for the City;  
knowledge of information technology concepts and practices;  
word processing/office systems equipment;  
measurement practices including budgeting;  
industry trends involving information technology; and  
principles of change, problem, and asset management.

Ability to:

manage one or more small-scale projects simultaneously;  
develop Request for Bids, establish evaluation criteria, and select qualified vendors;  
explain complicated and technical information in simple, non-technical language both verbally and in writing;  
compile reports from a wide variety of sources;  
make oral and written presentations to senior internal and external audiences;  
act as a liaison with internal and external information technology providers across multiple projects and services;  
integrate IT resources and customer needs for project and services so that realistic strategic goals are established, measured, and met;  
develop and maintain good interpersonal skills regarding teamwork, cooperation, motivation, and listening;  
make and act on decisions impartially and objectively;  
exercise initiative and creativity in the improvement, development, and implementation of projects;  
confer with user representatives and outside vendors on operations and project technical problems;  
coordinate and evaluate the work of assigned project staff in conjunction with the project;  
logically analyze and synthesize complex systems to develop satisfactory solutions;

negotiate and facilitate conflict resolutions working in conjunction with IT Managers as needed; and establish and maintain effective working relationships with fellow workers and representatives from other City departments.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 8/15

TO/pg

CS5242.DOCX (Full-time)

PAY GRADE: 54

CS5243 (Part-time)

PAY GRADE: 54

EEO-Prof

NDOT SAFETY-No

SECURITY-Yes (Police Department Assignment)

NDOT RANDOM-No

DOT SAFETY-No

CDL-No

RESP-No

IND-8810

JOB FCTN-INT

SWORN-No

INCREMENTS 62-200