

Title: Project Manager I
PG: 51
Status: Civil Service
Position Reports to: Designated Supervisor
Department: Information Technology

Class Code: 3074
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is an entry level Project Manager position dealing with the activities of the City's computer resources and technology development and deployment. Generally the Project Manager I functions as a member of the Project Management Office (PMO) and assists in mentoring technical and functional project team members and in guiding them through the adopted industry best practices associated with IT project definition and delivery.

ESSENTIAL FUNCTIONS:

1. Assists in the development of IT business cases, including ROI, project definitions, objectives, schedules, budget development, resource utilization, project delivery and risk mitigation techniques.
2. Assists in the planning, scheduling and coordination of technical projects that impact the computer operations, applications and processes of the City.
3. Assists in coordinating change schedules with the various technical and functional organizations of the City, developing standards for the classification and documentation of changes, providing a forum for the identification of and resolution of conflicting schedules and acting as a central repository for cataloging changes to the IT environment.
4. Assists in training and mentoring future potential project management resources.
5. Administers certain department specific project plans involving or pertaining to the development and implementation of approved technology projects.
6. Reviews and reports on compliance to adopted IT policies, processes and procedures through periodic field visitation, analysis of project documents and by personal conferences with supervisory personnel.
7. Assists with mentoring technical and functional project teams based upon compliance review results and other evaluative techniques.
8. Reviews and reports on the status of projects, the impact of delays on other projects, and the current and projected utilization of resources such as facilities, personnel, and equipment.
9. Promotes industry standard approaches to IT development and deployment.
10. Promotes the project prioritization process.
11. Promotes continued IT processes improvement through the use of standardized industry models and competencies.

ADDITIONAL RESPONSIBILITIES:

1. Assists in the development of bid documents.
2. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Knowledge of the principles, practices and techniques of project management.
2. Knowledge of industry standards for IT development and deployment.
3. Knowledge of the core business function of all City departments and any interdepartmental relationships that exist for shared technology.
4. Familiarity with accounting and budgetary cost controls.
5. Ability to use personal computers and PC-based spreadsheet, database, project management and presentation graphics software.
6. Ability to research topics using the Internet.
7. Ability to coordinate technology related projects.
8. Ability to coordinate projects involving other City of Lakeland departments and private contractors.

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9. Ability to read and understand complex documents and to ensure compliance with the terms and conditions they contain.
10. Ability to establish and maintain effective working relationships with other employees and the general public.
11. Ability to communicate effectively both orally and in writing.

WORKING ENVIRONMENT/CONDITIONS:

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, routine keyboard operations.

The job risks exposure to no significant environmental hazards.

The job requires normal visual acuity, field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. Bachelor's degree from an accredited four (4) year college or university with major course work in project management, business administration, accounting, information systems, computer science, or a related field.
2. One (1) year of experience in formal project management activities.
3. Specialized formal education in project management is a plus.
4. An equivalent combination of education and experience, which is directly related to the foregoing specific requirements, may be substituted.
5. Completion of City University Level two (2) or completion within twelve (12) months.

SPECIAL REQUIREMENTS:

1. Must possess a valid state of Florida driver's license.
2. Must maintain a valid telephone number.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.