City of Dallas
Classification Specification

Title:	**Information Technology Project Manager I**	**Class Code:**	**36415**
Application:	**Career Series**	**Pay Grade:**	**I**
		Established:	**10/01/2011**
Supplemental/Code:	**Protective Service Worker/7**	**Revised:**	**10/01/2011**
FLSA Status:	**Exempt**		

Position Purpose:

Performs routine information technology project management work. Work involves the planning, initiation, coordination, and management of projects of small size and limited complexity. Project types and their associated components may include software development, modification, procurement, installation, or turnkey system implementation. In a matrix management environment coordinates and manages the work of others to achieve project delivery. Works under close supervision, with very limited latitude for the use of initiative and independent judgment.

Essential Functions:

1. Creates and maintains, updates a Project Plan using Microsoft Project including creation of a Work Breakdown Structure (WBS); monitoring and managing project progress including schedule, tasks, resources, and budget/expense; and communicating with project team members, stakeholders, management, vendors, and other relevant parties.

2. Evaluates, plans, coordinates, and manages information technology projects using accepted project management methodologies.

3. Coordinates project activities with internal information technology divisions, end user departments, and external/private sector vendors and/or contractors.

4. May participate in project initiation, analysis of end user/stakeholder business need and feasibility, project definition, and project authorization.

5. May participate in evaluation of vendor proposals and make recommendations to information technology and end user/stakeholder managements.

6. With close management supervision/oversight, consults with internal divisions, end user/stakeholder management, and external/private sector vendors and/or contractors, and then prepares (utilizing Microsoft Project) an overall Project Plan including a detailed Work Breakdown Structure (WBS) for project delivery including resource requirements, task start and stop dates, task duration, task dependency, and task resource identification and/or assignment.

7. Monitors and manages project cost versus Project Budget to ensure project is completed within budget. Under close supervision, reviews and pre-approves external project expenses.

8. Monitors and manages project scope and quality to ensure project deliverables are acceptable and fulfill the terms of the project contract or specifications. Insures that Change Control processes and procedures are adhered to when there are changes in project scope and /or deliverables.

9. With close supervision identifies potential project risks and difficulties and may assist in the design of strategies to mitigate or avoid them.

10. With close supervision adheres to and follows the approved project management methodology (PMM), including the preparation of PMM documentation including all required forms/checklists, and Q-Gates.

11. Communicates and explains the project management methodology and processes to end user / stakeholder project participants, and other team members.

12. Manages Project Scope, and excises Change Control processes when needed.

13. With close supervision compiles and distributes project information, project status reports, and project budget expenditures. Conducts Project Status meetings with team members including information technology and end user/stakeholder managements, and external/private sector vendor/contractor management. Assists in preparing project status presentations to executive management.

14. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills and Abilities Required to Perform Work:

Ability to coordinate project deliverables, timelines, vendors and contractors to provide information technology solutions within Project Management Methodology (PMM).

Proficiency in MS Word, Excel, PowerPoint and Project.

Effective oral and written communication skills including experience in presenting to project team members and stakeholders.

Ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Ability to communicate effectively both orally and in writing with a wide variety of people.

Working Conditions and Hazards:

Work performed under normal office conditions.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.