



CITY OF OVERLAND PARK - POSITION DESCRIPTION

TITLE:	Project Manager	BAND/LEVEL:	Professional IV
DEPARTMENT:	Information Technology	JOB NO:	2151
DIVISION:	Information Technology	DATE:	11/29/2016
REPORTS TO:	Manager, Applications & Development	FLSA STATUS:	Exempt
FT/PT/SEASONAL:	FT	COST CENTER:	123
REPLACES:	New Position	LAST REVISED DATE:	N/A

JOB SUMMARY STATEMENT:

Responsible for the project management of various information technology projects. Develops project scope, schedule, cost and quality throughout the lifecycle of the project, involving relevant stakeholders and ensuring technical feasibility. Utilizing project management standard methodology; creates, adjusts and executes project work plans, identifies required resources and manages operational aspects of the project from ideation to deployment. Manages project constraints through issue and risk identification, mitigation and resolution. Creates and updates project status reports and maintains the IT project portfolio. Answers Help Desk phone calls as required.

DUTIES AND RESPONSIBILITIES:

1. Assists management in planning, scheduling, prioritizing and controlling work of IT. Coordinates schedules and assignment of projects with management. Monitors and reports progress of projects. Prepares time estimates of proposed projects. Develops and implements work plans for operational, technical, and management projects and provides project management and oversight. Defines project scope and objectives. Assists in the development of short and long range technical and operational strategic plans.
2. Assists in negotiation, development and administrations of contracts and agreements for services and materials. Prepares bid documents, bid specifications, and other agreements for legal department review. May present proposed contract to City Council or committee for approval. Provides overall project administration.
3. Leads and/or participates in the development and selection of new applications and systems, and enhancements to existing computer applications based on system requirements. Includes facilitation and execution of analysis, requirements gathering, documenting, testing, and risk/issue management. Develops schedules, project estimates, resource plans, and status reports. Conducts project tracking and analysis. Creates, distributes and maintains project documentation and communication.
4. Manages relationships and communication. Leads project management activities and provides escalation path for city staff and vendor partners. Performs and communicates root-cause analysis on issues. Accountable for meeting timelines and communicating progress.
5. Leads project meetings and conference calls, including project kick-off meetings, status meetings, issue resolution and post-mortems.

6. Works with management and end-users to determine feasibility of suggested new computer applications and enhancements to existing applications, to develop or acquire new applications and to improve existing applications. Discusses the feasibility of new and improved applications with Application & Development Manager, staff and end-users.
7. Provides support to IT management and participates, as directed, in the development, preparation, and submittal of the IT Project Portfolio, operating budget, equipment replacement schedule, and capital improvement program.
8. Assists other IT staff with technical support as needed. Refers to manuals for answers to solve problems.
9. Assists with evaluation and projection of City's long-range information technology needs. Analyzes information technology hardware, software, operational personnel needs and makes recommendations to IT management.
10. Assists with establishing and maintaining project management standards and procedures. Makes recommendations for improving staff and operational efficiency.
11. Keeps abreast of current developments in information technology by reading trade publications and attending seminars, classes and training sessions.
12. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
13. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

- Bachelor's degree in information technology, computer science, business, or a related field of study; or an equivalent combination of formal education and work experience.
- Project Management Professional (PMP) certification or Six Sigma certification preferred.
- To comply with Kansas Criminal Justice Information System security requirements:
 - Must be at least 18 years of age.

EXPERIENCE:

- A minimum of five years of increasingly responsible information technology experience in the areas of IT project management; proven business analysis, writing business and functional requirements, ability to write, facilitate and perform test cases and use of project management software.
- Methodical, quality minded, detail oriented, efficient, organized, highly productive, a true self-starter and proactive.
- Excellent oral, written communications and presentations skills with both technical and non-technical information.
- A team player with proven ability to communicate and partner with all levels of city personnel and vendors.

SKILLS:

- Excellent oral and written communications skills
- Good listening skills
- PC hardware and software skills
- Analytical skills
- Organizational skills
- Supervisory skills
- Tact and diplomacy

MENTAL REQUIREMENTS:

- Ability to analyze complex problems and recommend possible solutions
- Decision making ability
- Diplomacy and judgment
- Alpha and numeric recognition
- Abstract and logical reasoning
- Ability to train and guide others
- Ability to adapt to a changing environment
- Understanding of computer hardware and software

PHYSICAL REQUIREMENTS:

- Ability to make and receive phone calls
- Hand and eye coordination adequate for computer input
- Visual stamina and acuity adequate to review alpha/numeric data to spend long periods looking a computer screen
- Ability to speak to individuals and carry on a conversation

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

- N/A

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.