



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 447.5

Job Title: **IT PROJECT MANAGER**

Pay Grade: 28

### **GENERAL SUMMARY:**

Assists the Senior IT Project Manager, Assistant Director and/or Deputy Director of the Information Technology Department in planning and managing the development and implementation of large information systems for the City; manages a systems project from inception and project definition to implementation and post-implementation analysis and planning. May include all phases, such as project development, implementation strategy, planning and support, system requirements, implementation options analysis, procurement, conversion planning and operational support requirements.

### **RESPONSIBILITIES:**

- Manages and defines the scope of a project for large information systems, including integration opportunities, interface requirements, feasibility, costs and schedule projections, and risk analysis.
- Manages and develops implementation strategies, including selection of the implementation mode (ERP, Best of Breed, buy/build services) and documentation of the strategy.
- Communicates the implementation strategy to diverse groups of technical and non-technical personnel.
- Manages and prepares budgets and plans for all resources required for the projects, including personnel, equipment, applications, services, communications equipment, software and any ongoing systems support.
- Manages and evaluates the relationships with vendors of hardware, software and communications systems and services; manages vendor(s) selection; manages contract negotiations.
- Monitors project budgets and plans, ensuring quality and timeliness of project deliverables; communicates issues and status as required for successful completion.
- Develops and manages project teams, assigns resources, develops status reports and ensures compliance with requirements.
- Develops plans and requirements for post-implementation activities for the first operational year.
- Develops long term life-cycle strategies, including determining upgrade and replacement requirements and projecting the budget and growth.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Requires a Bachelor's degree in Computer Science, Mathematics, Business Administration or a closely related field.

#### **EXPERIENCE:**

Six years of progressively responsible experience in the area of information systems, with two of the years in a supervisory capacity, are required.

## **SPECIFICATIONS: (continued)**

### **COMPLEXITY:**

Work is substantially complex and varied, and requires the interpretation of technical and detailed guidelines, policies and procedures in combination. Analytic ability is needed to gather and interpret data where answers can be found only after careful analysis of several facts.

### **IMPACT OF ACTIONS:**

Errors in work lead to significant costs and problems, and may have minor impact on the short-term performance of the City. Work is typically performed under limited to general supervision. The incumbent at times works from broad goals and policies. In addition, the incumbent may have some participation into setting work objectives.

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

Involves general scheduling and review of work as a "working supervisor" or lead person.

#### **Indirect Supervision:**

No indirect reports.

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with Managers and Assistant Directors. Interaction involves considerable explanation and persuasion leading to decision, agreement or rejection on complex issues; diplomacy is required; e.g., problem-solving discussions regarding responsibilities, finance, or work flow or to facilitate service.

#### **External Contacts:**

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations and occasionally with prominent persons such as community leaders, business and industry leaders as well as officials of government and financial agencies and media representatives. Interaction involves considerable explanation and persuasion leading to decision, agreement or rejection on complex issues that requires diplomacy; e.g., important contacts involving difficult matters of agreements, negotiations and controversies.

### **PHYSICAL EFFORT:**

The position is physically comfortable; the individual has discretion about walking, standing, etc.

### **WORK ENVIRONMENT:**

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

### **PHYSICAL SKILL:**

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within minor demanding tolerances; or the ability to make simple eye/hand movements on a patterned response space within very low tolerance demands.

## **MISCELLANEOUS:**

All duties and responsibilities may not be included in the above description.

## **JOB FAMILY:**

IT Project Manager  
Senior IT Project Manager (Executive Level)

*Effective Date: August 2001*

*Revised Date: August 2004*