



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 468.2

Job Title: **SENIOR IT PROJECT MANAGER – PMO**

Pay Grade: 30

### **GENERAL SUMMARY:**

The purpose of this position is to lead all aspects of the development and implementation of highly complex IT projects. Usually responsible for highly visible, mission critical department or enterprise projects. Delivers IT projects within agreed upon scope, schedule, budget, and quality. Functions as single point of contact for projects. Manages projects from original concept through final implementation. Coordinates project team resources representing multiple business and technology functional areas.

### **RESPONSIBILITIES:**

**TECHNICAL EXPERTISE:** Most senior level IT project manager, capable of managing the largest, most mission-critical IT projects. Typically has additional responsibilities such as managing system change management, configuration management, PMO performance analysis, PMO governance process, technical standards, etc. Defines project scope and objectives in project definition documents. Develops detailed project execution plans, schedules, project estimates, resource plans, and status reports. Conducts project meetings and is responsible for project tracking and analysis of risks and issues. Ensures adherence to quality standards and reviews project deliverables. Manages the integration of vendor tasks and tracks and reviews vendor deliverables. Provides technical and analytical guidance to more junior PMO team members. Recommends and takes action to direct the analysis and solutions of problems. Controls expenditures by gathering and submitting budget information; scheduling expenditures; monitoring variances; implementing corrective actions.

**CUSTOMER SERVICE:** Maintains customer expectations by delivering IT projects within the agreed upon scope, schedule, budget, and expected quality. Publishes project status reports and meets with stakeholders to ensure awareness of project status, risks, and issues.

**TEAM EFFORT:** Contributes to team effort by accomplishing related results and performing related responsibilities as needed.

### **SPECIFICATIONS:**

**KNOWLEDGE:** Requires a Bachelor's degree in Technology Project Management, Management and Information Systems (MIS), Computer Science or a closely related field. Greater than ten (10) years of directly applicable experience may be considered for substitution of degree requirement. May require extensive knowledge on specific technologies or business functions.

**EXPERIENCE:** At least ten (10) years of technology experience demonstrating formal IT project management competencies. PMI PMP certification may be substituted for up to two (2) years of professional experience.

**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 could lead to significant expense and inconvenience. The incumbent generally receives general direction, working from broad goals and policies only. The individual has significant input in setting his/her own work objectives.

**SUPERVISION EXERCISED:** Involves scheduling of project team resources, but does not manage individual team members.

**Direct Supervision:** Performs resource scheduling, but does not directly manage personnel.

**Indirect Supervision:** No indirect reports.

**CONTACTS:**

**Internal Contacts:** Level of internal contact is primarily with professionals, managers, Assistant Directors, and Deputy Directors. Interaction requires substantial sensitivity and cooperation.

**External Contacts:** Level of external contact is primarily with citizens, visitors and/or senior-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires substantial sensitivity and cooperation; e.g., lower-level problem resolution, providing information to citizens who from time to time may be irate.

**PHYSICAL EFFORT:** There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

**WORK ENVIRONMENT:** There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions. Ability to pass and maintain federal security clearances.

**PHYSICAL SKILL:** Requires the ability to make closely coordinated eye/hand movements within very fine tolerance and/or calibration demands. Operates a motor vehicle.

**MISCELLANEOUS:** Performs related work as required.

**JOB FAMILY:** Information Technology - PMO

**Technical Track:**

IT Intern  
IT Project Specialist – PMO  
IT Project Manager – PMO  
**Sr. IT Project Manager – PMO**  
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**Management Track:**

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IT Manager - PMO  
IT Assistant Director – PMO  
IT Deputy Director

*Effective: November 4, 2015  
Revised: September 2017*