



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 447.6

Job Title: **SENIOR IT PROJECT MANAGER (EXECUTIVE LEVEL)**

Pay Grade: 30

GENERAL SUMMARY:

Assists the Assistant Director, Deputy Director and/or Director of the Information Technology Department in overseeing and evaluating all aspects of the planning, development and implementation of large information systems for the City; oversees and evaluates systems projects from inception and project definition to implementation and post-implementation analysis and planning. Includes all phases, such as project development, implementation strategy, planning and support, system requirements, implementation options analysis, procurement, conversion planning and operational support requirements.

RESPONSIBILITIES:

- Oversees and evaluates the definition of the scope of a project for large information systems, including integration opportunities, interface requirements, feasibility, costs and schedule projections, and risk analysis.
- Oversees and ensures the development of sound 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.
- Oversees and evaluates project budgets and plans, ensuring quality and timeliness of project deliverables; communicates issues and status to ensure successful completion.
- Oversees and ensures the budgets and plans incorporate all required resources for the projects, including personnel, equipment, applications, services, communications equipment, software and any ongoing systems support.
- Oversees and evaluates the relationships with vendors of hardware, software and communications systems and services; oversees vendor(s) selection; oversees contract negotiations.
- Oversees and evaluates project teams, the assignment of resources, and the development of status reports; ensures compliance with requirements.
- Oversees and evaluates plans and requirements developed for post-implementation activities for the first operational year.
- Oversees and evaluates long term life-cycle strategies, including upgrade and replacement requirements and budget and growth projections.

SPECIFICATIONS:

KNOWLEDGE:

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

EXPERIENCE:

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

SPECIFICATIONS: (continued)

COMPLEXITY:

Work is non-standardized, complex and varied, and requires interpretation of technical and detailed guidelines, policies and procedures in combination. Advanced analytic ability is needed to gather and interpret data where answers can be found only after detailed analysis of many 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. The incumbent generally receives general direction, working from broad goals and policies only. The individual may participate heavily in setting his/her own work objectives.

SUPERVISION EXERCISED:

Direct Supervision:

Involves scheduling, supervision and evaluation of work as an Assistant Manager or the equivalent over the first-line supervisors (and non-supervisors, if applicable). This position strongly requests personnel actions, such as hiring, terminations and pay changes.

Indirect Supervision:

May involve supervision and evaluation of work as an Assistant Manager or the equivalent.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with Managers and Assistant Directors and occasionally with Deputy 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 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 job description.

JOB FAMILY:

IT Project Manager
Senior IT Project Manager (Executive Level)

Effective Date: August 2001

Revised Date: August 2004