CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 468.1

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

Pay Grade: 28

GENERAL SUMMARY:

The purpose of this position is to lead all aspects of the development and implementation of moderately complex IT 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 business and technology subject matter experts.

RESPONSIBILITIES:

TECHNICAL EXPERTISE: 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 project team. 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.

Information systems-specific technical certifications may be substituted for 1 year of either the education or the experience requirement, as applicable.
Related professional Information Systems experience may be substituted for the education requirement on a year-for-year basis.

EXPERIENCE: At least five (5) years of technology experience demonstrating formal IT project management competencies.

A Master’s degree in Computer Science, Management and Information Systems (MIS) or a closely related field may be substituted for two years of the experience requirement.

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 may participate 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 and Assistant Directors. Interaction requires substantial sensitivity and cooperation.

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. 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:	**Management Track:**
IT Intern	--
IT Project Specialist – PMO	--
IT Project Manager – PMO	--
IT Sr. Project Manager – PMO	IT Manager - PMO
--	IT Assistant Director – PMO
--	IT Deputy Director

Effective: 12/4/2015
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