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| **CAREER FAMILY:** Information Technology | **CAREER SERIES:** IT Project Management | | **CAREER LEVEL:** Intermediate | |
| **CLASSIFICATION TITLE:** IT Project Manager | **JOB CLASSIFICATION CODE:** | **FLSA:** | **EEO CODE:** | **CAREER SERVICE STATUS:** |
| **CLASSIFICATION SUMMARY:** The IT Project Manager (ITPM) oversees one or more small to medium projects with low to moderate impact to a King County business unit; ensures projects are completed on schedule and within budget; executes project plans, schedules, budgets, and deliverables; interfaces with technical and non-technical stakeholders; and reports issues to agency leadership that may impact project completion, budget, and/or other results. The ITPM works under close supervision with all deliverables and duties being reviewed. | | | | |
| **DUTIES:**   * Create project control documents such as the project charter, plan, and schedule based on the project’s objective and scope and ensures that PM methodology is adhered to. * Assign and manage work of project team. * Establish project milestones and baselines; prepare status reports conveying project scope, goals, milestones, budget, risk, status, change requests, and critical issues to the client and project team that meet oversight/reporting requirements of IT project governance. * Reviews requirements and tracks scope alongside business analysts. * Manage communications to project stakeholders. * Plan and coordinate steering committee meetings, providing status and documenting risks, action items, and decisions. * Collaborate with project stakeholders and apply tools and techniques to refine estimates of project cost, resources, time, and deliverables. * Navigate conflicts and negotiate resolutions. * Collaborate with resource managers to effectively align capability for their projects. * Manage small procurements such as hardware and software purchases; develop documentation required for the procurement. * Identify elements of risk; analyze and prioritize risk assessments and impacts; and develop and maintain risk plans, processes, and systems. * Develop and refine detailed cost baselines from estimates; monitor actual cost against budgets. Conduct root cause analysis of projected budget discrepancies; manage small budgets and funding releases. * Ensure deliverables meet established quality standards. * May manage one scrum team that supports a product; or provide project support to a product owner. * Conduct formal review with business sponsors at project completion; assist in implementing recommendations. * Perform other duties as assigned. | | | | |
| **REQUIRED EDUCATION:**  Demonstrated experience in IT project delivery and leading teams. Any combination of education and experience that clearly demonstrates the ability to perform the job duties of the position. | | | | |
| **REQUIRED LICENSES/CERTIFICATIONS:**  Some licenses, certifications, and other requirements determined to be necessary to meet the business needs of the employing unit may be required. | | | | |
| **CLASSIFICATION HISTORY:**  MM/YYYY - Created | | | | |