

Classification Title: Information/Technology Project Manager

FLSA Status: Exempt

BRIEF DESCRIPTION: Serves as Project Manager for technology related projects for a variety of business units/functions in Wake County Government. Directs project teams and maintains overall control of Information/Technology project schedules and deliverables. Manages vendor contracts, budgets, issues, risks and change requests on assigned projects. Consults with and advises Information Services staff and various user departments on technology solutions.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	S	Manages small to large information technology project implementations for assigned business areas, including project proposal development, timeline and budget development and monitoring, coordination of project team, project meeting facilitation, status reporting, risk management, documentation and project tracking, user acceptance testing and training development and delivery. Oversees project vendors and vendor contracts.
2	S	Consults with and advises Information/Technology Business Analysts and user departments on the utilization of technology to improve their business processes. Participates in meetings, technical planning, recommendation of hardware and software solutions, research of potential solutions and discussions with vendors to meet business needs.
3	S	Communicates with leadership and staff about departmental needs, changes and goals. Provides technical consultation, support and training to assigned areas as needed.
4	S	Utilizes project management software to include MS Project Management, MS Visio, Project Control Books and other tools to manage projects and facilitate meetings and work sessions.

CLASSIFICATION REQUIREMENTS:

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Education	Bachelor’s degree in Computer Science, Business Administration or related field.
Experience	Four years of experience in business systems analysis and/or project management.
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	None
Reading	Advanced
Math	Advanced
Writing	Advanced
Managerial	Receives Limited Direction.
Budget Responsibility	Prepares documents and does research to justify language used in documents for a department. May recommend budget allocations.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees or a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness and realigning work as needed.
Interpersonal / Human Relations Skills	Work requires frequent and regular contact with others in a direct reporting relationship and may involve contact with others outside of the direct reporting relationship. The purpose of the contact is to address specific issues and/or general policies. Contact may involve support of controversial positions or the negotiation of sensitive issues.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Copiers, fax machines, computers, printers and related software

PRIMARY WORK LOCATION	
X Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors	Other

PROTECTIVE EQUIPMENT REQUIRED:

None.