

SENIOR TECHNICAL PROJECT MANAGER - FACILITIES

DEFINITION

Supervises, coordinates, reviews and may participate in the work of technical staff who coordinate many activities, groups, and projects simultaneously to develop information technology applications

TYPICAL DUTIES

Supervises, coordinates, reviews and may participate in the work of technical staff who:

- Design and implement facilities-specific servers, software, and operational practices, to support Division data requirements.
- Consult with application specialists, managerial personnel, and users to establish project scope, set management expectations, and define measurements.
- Establish tasks and resources schedules.
- Establish risk management, training, and quality plans.
- Monitor and control projects against project plans and budgets.
- Report progress against objectives, evaluate progress, and report issues and problems.
- Develop change request mechanisms including formal review and approval.
- Confirm and communicate the end of projects.

- Consults with and advises administrators in regards to possible new applications of information technology to their specific area of responsibility.
- Consults with vendors, contractors, and consultants relative to the establishment of and adherence to standards.
- Consults with District technical staff and users regarding systems analysis, design, and implementation.
- Coordinates applications development projects between organizational units to ensure efficiencies.
- Assigns staff, projects, supervises staff activities, and evaluates performance.
- Hires and manages external contractors and vendors as necessary.
- Provides opportunities for technical training of staff to enable them to use current technology.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Senior Technical Project Manager – Facilities supervises and participates in developing and providing a structured approach to managing projects for information technology.

The Director of Facilities Technology Services has responsibility for managing all the systems and communication technology needs of the Facilities Services Division. This includes managing processes, people, and budgets.

A Technical Project Manager provides a structured approach to managing projects and a robust methodology for performing information management related project.

SUPERVISION

General direction is received from the Director of Facilities Technology Services and higher level personnel in the Facilities Services Division. General supervision is exercised over systems administrators, report writers, and other personnel assigned.

CLASS QUALIFICATIONS

Knowledge of:

- Project management methodology
- Application development
- Budgetary planning, management, and cost controls
- Distributed processing techniques
- Project management software
- Various higher-level programming languages
- Database modeling
- Enterprise design using client server and design support tools
- Principles of business decision making
- Principles of supervision
- Principles of training, employee evaluation, and employee relations
- Basic District personnel rules, regulations, practices, and policies

Ability to:

- Analyze, organize, define, and re-define project purpose and goals
- Develop, monitor schedules (intermediate and final deadlines), priorities, project status, project budget, project variances
- Identify corrective actions when necessary
- Communicate with all levels of users and personnel
- Resolve conflicts and promote cooperation
- Motivate and act as a motivator
- Supervise and train individual team members
- Coordinate efforts of team members and organize multiple projects
- Work effectively and with flexibility to accommodate shifting priorities
- Explain technical terminology to non-experts
- Manage budgets within parameters established
- Manage, develop, and evaluate internal staff and external consultants, and contract staff in a team environment
- Negotiate with external vendors, contract staff, and other Branch departments
- Make, support, and explain recommendations

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university, preferably with a major in computer science electrical, electronics, mechanical, systems, or industrial engineering. An advanced degree in computer science, or any of the engineering degrees previously mentioned is preferable.

Experience:

Five years of professional project management experience in information systems architecture or information systems engineering medium or large scale organizations. Experience implementing Enterprise Resource and Planning (ERP) systems for a medium or large-scale organization, functional unit, or division is preferable.

SPECIAL NOTES

1. Management class, exempt from bargaining units.
2. Exempt from FLSA.
3. An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

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LKD