



# City of Tempe

## INFORMATION TECHNOLOGY PROJECT MANAGER

### JOB CLASSIFICATION INFORMATION

|                                |                   |                                 |                    |
|--------------------------------|-------------------|---------------------------------|--------------------|
| <i>Job Code:</i>               | 416               | <i>FLSA Status:</i>             | Exempt             |
| <i>Department:</i>             | Internal Services | <i>Salary / Hourly Minimum:</i> | \$85,450           |
| <i>Supervision Level:</i>      | Non-Supervisor    | <i>Salary / Hourly Maximum:</i> | \$115,357          |
| <i>Employee Group:</i>         | NSU               | <i>State Retirement Group:</i>  | ASRS               |
| <i>Status:</i>                 | Classified        | <i>Market Group:</i>            | IT Project Manager |
| <i>Drug Screen / Physical:</i> | N                 | <i>EEO4 Group:</i>              | Professionals      |

### DISTINGUISHING CHARACTERISTICS

### REPORTING RELATIONSHIPS

Receives supervision from the IT Project Management Supervisor or other higher-level IT management staff.

### MINIMUM QUALIFICATIONS

|                                 |   |
|---------------------------------|---|
| <i>Experience:</i>              | Minimum of three years' experience in IT project management and / or IT business analysis which includes taking projects from the initiation phase through to completion.         |
| <i>Education:</i>               | Equivalent to a Bachelor's degree from an accredited college or university with major course work in computer science or a degree related to the core functions of this position. |
| <i>License / Certification:</i> | Possession of, or required to obtain within a 12 month of hire or promotion, a certification as a Project Management Professional from the Project Management Institute.          |

### ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To perform a variety of professional level administrative and technical work in coordinating the planning, design and implementation of Information Technology projects throughout the City.

### OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Plan, direct and coordinate IT projects from initiation through implementation and delivery of desired outcomes; this includes the management of scope and schedule;
- Promotes and adheres to the City's adopted IT project management methodology, tools and documented processes;
- Manage project costs, resources, change requests, risks and issues to ensure maximum benefits are achieved;
- Ensure that all sponsors and stakeholders are kept aware of each project's progress and pertinent information;
- Create and execute an appropriate communication plan for each managed project;
- Monitor time and dollar expenditures to ensure projects and budgets meet established targets;
- Evaluate and make recommendations for needed training;
- Prepare periodic progress, project status and problem resolution reports;
- Assist with the preparation and analysis of bid invitations and requests for proposals for IT related services and / or solutions;
- Resolve procedural, operational and other project-related problems;
- Be able to manage multiple projects simultaneously;
- Consult with other IT staff to resolve issues, develop strategies, and maximize efficiencies with IT solutions;
- Attend meetings and conferences including training seminars and professional meetings;
- Perform related duties as assigned;
- Physically present to perform the duties of the position.

#### PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Pending

#### COMPETENCIES

| <i>CLASSIFICATION LEVEL</i> | <i>INCLUDES</i> | <i>COMPETENCIES</i>  |
|-----------------------------|-----------------|--|
| Foundational                | All Employees   | Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn |
| Non-Supervisory             | In Addition >   | Teamwork, Customer Service, Initiative, and Dependability / Reliability                              |
| Supervisory                 | In Addition >   | Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others                   |
| Manager                     | In Addition >   | Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring       |

|  |               |                                 |
|--|---------------|---------------------------------|
| Deputy Director  | In Addition > | Entrepreneurship and Networking |
| Director   | In Addition > | Organizational Vision           |
| <p style="text-align: center;"><i>For more information about the City of Tempe's competencies for all classifications:</i><br/> <a href="#">City of Tempe, AZ : Competencies</a></p> |               |                                 |

| JOB DESCRIPTION HISTORY   |
|---|
| <p><i>Effective February 2000</i><br/> <i>Effective December 1999</i><br/> <i>Revised November 2001 (range adjustment)</i><br/> <i>Revised November 2007 (title change)</i><br/> <i>Revised December 2010 (Format change only)</i><br/> <i>Revised September 2015 (job description changes)</i></p> |