YAKIMA COUNTY, WASHINGTON
Class Specification
Class Title: Information Technology Project Manager

BAND: IT45			CLASS CODE: J23-3445	
DEPARTMENT: Information Technology	ACCOUNTABLE TO: Senior Director		JOB FAMILY: Information Technology	OVERTIME STATUS: Non - Exempt

JOB SUMMARY: The Information Technology Project Manager is responsible for providing project planning and management for established initiatives within the County. They ensure that projects are completed to specification, within an established time frame and budget. The Project Manager is the lead subject matter expert within the County regarding technology concerns. They will use their industry expertise to improve all aspects of project planning and resource management.

DISTINGUISHING CHARACTERISTICS: The Information Technology Project Manager is a stand-alone position. It differs from the Application / System / Network Administrator III in the level of responsibility for researching and implementing global operating systems and project management.

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample: (Position assignments may vary.)	BAND / GRADE
1.	Setting project goals and coming up with plans to meet those goals. Maintaining project timeframes, budgeting estimates and status reports. Analyze, plan and develop requirements and standards in reference to scheduled projects. Develop and manage a detailed project schedule and work plan. Implementing IT strategies that deliver projects on schedule and within budget using project management tools to track project performance and schedule adherence. Conducting risk assessments for projects	C4
2.	Managing resources for projects, such as computer equipment and employees, Coordinating project team members and developing schedules and individual responsibilities. Determine and define clear deliverables, roles and responsibilities for staff members required for specific projects or initiatives	C4
3.	Organizing meetings to discuss project goals and progress. Establish and implement training processes and strategies for all technical personnel. Provide project updates on a consistent basis to various stakeholders about strategy, adjustments, and progress. Monitor progress and make adjustments as needed. Utilize industry best practices, techniques, and standards throughout entire project execution. Measure project performance to identify areas for improvement	C4
4.	Work with IT Management to assign and oversee the daily tasks of technical personnel while ensuring all subordinates are actively working toward established milestones. Hold regular technical team meetings to determine progress and address any questions or challenges regarding projects	B2
5.	Research and evaluate hardware and software technology options and weigh the cost/benefit analysis when making large purchases on behalf of the company. Determine and define project scope and objectives. Predict resources needed to reach objectives and manage resources in an effective and efficient manner	B2
6.	Prepare budget based on scope of work and resource requirements. Track project costs in order to meet budget. Manage contracts with vendors and suppliers by assigning tasks and communicating expected deliverables	B2

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Knowledge: (Position requirements at entry):
Knowledge of:
- General computer operations
- Demonstrated understanding of Project Management processes, strategies and methods
- Excellent time management and organizational skills and experience establishing guidelines in these areas for others
- Customer service principles and techniques.

Skills (Position requirements at entry):
   Skills in:
- Using a personal computer and related software applications; operating basic office equipment
- Determining priorities and making critical decisions
- Developing projects
- Excellent analytical skills
- Proven ability to solve problems creatively
- Strong interpersonal skills and extremely resourceful
- Experience mentoring, coaching and developing rising talent in the technology department
- Developing, writing, applying, and implementing policies and procedures
- Resolving problems and conflicts
- Giving presentations, public speaking and facilitating meetings
- Strong sense of personal accountability regarding decision-making and supervising department teams
- Experience working in a high-level collaborative environment and promoting a teamwork mentality
- Managerial experience applying analytical thinking and problem-solving skills
- Ability to predict challenges and seek to proactively head-off obstacles
- Establishing and maintaining effective working relationships with staff at all organizational levels, outside agencies, and with the public; and oral and written communication sufficient to exchange or convey information
- Business communication etiquette

Training and Experience (position requirements at entry):
Bachelor's Degree in Information Technology or Business AND 5 years of large enterprise experience OR any equivalent combination of training and experience that would provide the required knowledge, skills and abilities to successfully perform the essential duties of the job.

Licensing Requirements (position requirements at entry):
Some positions may require a current Driver's license;
Successful completion of a criminal background investigation and general employment verification.

Working Conditions: Position may have the potential exposure to the following:
Environment: work outside of standard business hours and multiple work locations;

Physical Demands: bending, carrying, handling, lifting, reaching, sitting, standing, walking, fingering, balancing, climbing, crawling, crouching, kneeling, hearing, smelling, talking, visual acuity.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting, most of the time.

Intellectual Demands: ability to multitask, confidentiality, ability to work under pressure, ability to articulate and communicate in conversations, ability to follow written and verbal instruction.

Classification History:
New: 04/2022
Revised: 12/2022