

## IT Project Manager Lead

**Purpose of Class:** Under administrative direction, supervises three or more Information Technology (IT) project management staff assigned to support agency information technology projects on a regular and recurring basis; supervises, designs, develops and implements projects; performs related work as assigned.

### Distinguishing Characteristics

**Level:** Third in a series of three

**Work Direction Received:** Works under limited supervision

**Direction of Others:** Leads; provides direction to the work of lower-level employees

**Scope/nature of Discretion:** General/delegated discretion; performs duties with a moderate opportunity to exercise independence within broadly-defined policies and procedures; has authority to take required actions.

### Examples of Duties

IT Project Architecture: Manages, develops and maintains project portfolios, technical strategies and project architectures to meet complex, enterprise-level information technology planning and communications needs.

IT Project Supervisory Duties: Supervises three or more Project Managers and the Project Management Office (PMO). Manages and directs all aspects of the PMO. Personnel activities and actions, including but not limited to: assigning duties, hiring, performance evaluations, grievances and discipline. Develops and maintains sufficient staff, properly trained and with the right combination of technical skills.

IT Planning: Activities that involve a wide range of agency IT management practices that typically extends and applies to an entire organization or major components of an organization. This includes strategic planning, capital planning and investment control, monitoring agency IT-focused processes, service level agreements, performance metrics, training, compliance and administering vendor contracts.

IT Project Management: Activities that involve all components of a project's lifecycle including planning, estimating, negotiating, analyzing, developing, testing, implementing and maintaining high quality, effective enterprise technology applications.

Maintains regular and reliable attendance.

### **Minimum Qualifications**

Bachelor's degree in a related field and three years of experience related to the essential functions of the position. Any equivalent education and/or work experience may be substituted in order to meet the minimum qualifications of the position.

### **Knowledge and Abilities**

#### Knowledge

- Project management principles and methods
- Research techniques, methods and procedures
- Commonly used query languages, such as SQL
- Database management concepts, principles and methods including database logical and physical design, normalization, storage, capacity management, and backup and recovery
- Characteristics of data storage media
- IT database security principles/methods
- Technical documentation procedures
- Computer hardware and software, including applications and programming
- Database backup and recovery systems
- Operating systems and platforms used in organization
- Sources, characteristics and uses of the organization's data assets
- Data administration and data standardization policies, standards and methods
- IT database security principles/methods
- Agency's IT infrastructure
- Interrelationships among multiple IT specialties
- Principles and processes involved in business and organizational planning, coordination and execution
- Data mining and warehousing principles/methods

#### Abilities

- Read, listen, and understand written/oral communication from others
- Establish and maintain strong and effective working relationships with executive and senior management, clients, and vendors to understand the technical and business components of the organization's initiatives and to ensure successful, high quality outcomes.
- Manage project portfolios, programs and projects to meet milestone and deliverable objectives, that are within scope, within budget and on schedule.
- Communicate, both orally and in writing, information/ideas to others
- Create reports and manipulate data in response to customer requirements
- Monitor database performance and tune database operations
- Lead and influence collaboration and strategic decision making
- Develop project estimates and develop and manage detailed project schedules.

- Use modeling tools and approaches to meet unique requirements of the assignment
- Evaluate current and future Agency database requirements
- Effectively influence and resolve conflicts