City of Fort Worth, Texas
Job Description

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<tr>
<th>Classification Title</th>
<th>Project Management Information Systems Specialist</th>
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<tr>
<td>Job Code:</td>
<td>PR2100</td>
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<tr>
<td>Job Family:</td>
<td>Professional</td>
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<tr>
<td>Pay Grade</td>
<td>708</td>
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<td>Date Reviewed:</td>
<td>07/16/15</td>
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<td>FLSA Status</td>
<td>Exempt</td>
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<td>Date Revised:</td>
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GENERAL SUMMARY

Supports the development and implementation of the City’s Integrated Project Management Information System, which consists of software that addresses the project management needs related to schedule management, cost/financial management, document management, contract management, program/project reporting, external vendor interfaces, and electronic work flows. Works with departments to improve data flow and process improvement; and provides technical support to departments in use of the system.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Provides daily monitoring and support of the Capital Project Management System. Performs system maintenance activities and upgrades; works with users to identify and resolve issues with system and various data integrations; and creates, maintains and generates reports and queries within the system.

2. Coordinates communication and knowledge flow; attends meetings; processes discovery and planning exercises, learning sessions and training; and prepares division for transition to new financial system.

3. Develops technical specifications for the different components of the Project Management Information System to ensure their functionality and integration.

4. Participates in planning sessions with infrastructure departments to improve data management flows and utility of systems that integrate with the Project Management Information System.

5. Maintains SharePoint site for Capital Projects Team and users as a central source for information, reports and manuals. Provides user access; updates and restructures data and documents; and maintains and updates Budget & Research site.

6. Manages and assists city wide projects related to the development or improvement of the existing applications utilized in the Project Management Information System.

7. Provides technical support to the Infrastructure departments in the use and implementation of the system.
8. Participates in the evaluation and selection process for new software/hardware components or revisions/enhancements to existing software/hardware.

9. Writes and maintains supporting documentation of the Project Management Information System.

10. Manages contracts; monitors, maintains and coordinates annual renewal of hosting, maintenance and support; and coordinates stakeholders, third party entities and City departments to finalize pricing, legal amendments, sole source documentation, waiver and Mayor & Council approval.

11. Develops and provides Project Management Information System related training to City staff and the Engineering consultant and Contractor communities.

12. Develops and maintains an effective working relationship with Infrastructure Department Program Managers, Project Managers, other specialists in the PMO, key system analysts in the Finance Department, and those responsible for the City’s network and IT systems.

13. Performs other related duties as required.

14. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City’s Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
  - Integration of different Project Management related software.
  - Project Management requirements (data and reporting needs, support of needed processes).
  - Interface requirements for external entities (consultants and contractors).
  - Process and data flow analysis techniques, database development and management.
  - Capital Projects (Design and Construction) practices in the public and/or private sectors.
  - Various information systems, hardware and software capabilities relevant to Project Management Information Systems.
  - Office equipment including computers and the Microsoft Office Suite of software.
  - Analysis, design and troubleshooting of software and system interfaces.
  - Various department workflows and business processes.

- **Skill in:**
  - Analysis.
  - Organization and time management.
  - Interpersonal relations.
  - Computers and applicable software.

- **Ability to:**
  - Communicate clearly and effectively, both orally and in writing.
  - Operate assigned computer equipment.
Utilize and integrate the use of project delivery software including Microsoft Project, Primavera 6/7, Buzzsaw, SharePoint and Skire’s Unifier.

Assist in the preparation of written documentation and manuals for the Project Management Information System.

Develop and run a variety of reports and queries for various data needs.

Conduct analysis of system, work flows, processes and integrations.

Research, analyze and evaluate new information technology methods, techniques and software applications that may be useful in project delivery.

Analyze and solve moderately complex computer software integration issues which comprise the Project Management Information System.

Analyze data and reports to identify errors and discrepancies.

Prioritize requests, issues and needs.

Coordinate contract acceptance and finalization.

Interpret and explain City policies and procedures.

Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Bachelor’s degree from an accredited college or university with major course work in Computer Science, Management Information Systems, Business or a related information technology field and five years of experience in working with Project Management Information Systems in a capital project organization or environment.

OTHER REQUIREMENTS

None.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.