

City of Fort Worth, Texas

Job Description

Classification Title	IT Solutions Project Manager		
Job Code:	MG1821	Job Family:	Management
Pay Grade	711	Date Reviewed:	1/23/2024
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

The IT Solutions Project Manager is responsible for the coordination of various projects ranging from small to large, and duties that include but are not limited to assembling project teams, managing project resources, and helping coordinate activities with other project managers. IT Solutions Project Manager will work to ensure tasks are documented properly in project plans, resources are assigned, and status reports are delivered.

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. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, make hiring, termination, and disciplinary decisions or recommendations.
2. Creates and maintains project documentation such as project charters, project plans, project change requests, project status reports, and issues logs.
3. Establishes work plans for projects. Identifies and schedules project deliverables, milestones and required tasks; defines project objectives, scope and level of effort; identifies methods and tools required for project; and assigns duties.
4. Applies the use of standard project strategies and methodologies of Responsible, Accountable, Consulted and Informed (“RACI”) charts, risk registers, Gap Analysis, and work breakdown structures.
5. Manages vendors, consultants and contractor employees, as required.
6. Coordinates and manages IT Solutions and departmental technical staff assigned to their project teams.
7. Reconciles and reports on project procurements and budgets.
8. Involves the customer in the project planning, testing and implementation to ensure requirements are met and approved.
9. Work closely with the business analyst to ensure customer requirements are documented, tracked, and delivered for the project.
10. Communicates with end-users to provide timely and accurate information.

11. Engages in procurement duties that include facilitation of RFP's, drafting of statement of works, sole source purchases, contracts, purchase orders and management of invoices.
12. Performs other related duties as required.
13. 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:**

- Principles, practices, and procedures of particular field of specialization.
- Project management practices, methodologies and techniques.
- Broad experience in the field of Information Technology that includes basic knowledge of desktops, servers, some security principles and high-level application principles.
- Principles and practices of budget preparation and reconciliation.
- Understanding of procurement mechanisms such as RFP's, RFI's, RFQ's, Purchase Orders, invoices and requisitions.
- Knowledge and practice of basic business analyst processes such as process mapping and documentation of requirements

- **Skill in:**

- Project management tools.
- Microsoft Office Suite of Products
- Managing multiple projects and resources
- Interpersonal relations.
- Skilled in working independently or part of a team delivering excellent customer service.
- Business Analysis, process mapping and problem solving.
- Analyzing and understanding customers business needs in order to transform these into requirements for new systems.

- **Ability to:**

- Communicate clearly and effectively, both orally and in writing.
- Manage projects, tasks, resources effectively for successful results.
- Mentor project coordinators.
- Prepare and administer medium to large-size project budgets.
- Translate customer business processes into design diagrams.
- Prepare clear and concise administrative and professional presentations.
- Analyze problems, identify alternative solutions and project consequences of proposed actions and implement recommendations in support goals.
- Evaluate new information technology solutions.
- Interpret and apply Federal, State and Local policies, laws and regulations.
- Make professional presentations to all levels of management.
- 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 field information technology field and five years of professional experience, with four years of increasingly responsible experience in the management of project teams and the use of project management tools.

OTHER REQUIREMENTS

Valid Texas driver's license.

A Project Management Professional (PMP) certificate from Project Management Institute (PMI) or similar organization is required.

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.