



City of Phoenix

INFORMATION TECHNOLOGY PROJECT MANAGER

JOB CODE 09440

Effective Date: 04/13

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to supervise a staff of analyst/programmers, documentation specialists, user technology specialists, and other support staff involved in the development of new or maintenance of existing information technology systems. Information Technology Project Managers supervise the various phases of applications systems analysis, development, coordination, implementation, and documentation ensuring that user applications and sub-system activities are compatible with total system objectives. Work includes systems planning, the review of designs of computer applications to be sure all requirements are satisfied; reconciliation of conflicts within and between staff regarding resources, deadlines, and standards; and the resolution of the most difficult computer and applications related problems. Work is performed and administrative and technical decisions are made with considerable independence. Performance is evaluated by a division administrator or deputy director based on results achieved.

ESSENTIAL FUNCTIONS:

- Supervises professional, paraprofessional, and technical personnel involved in the development of new and/or maintenance and operation of existing information technology systems;
- Supervises multiple business and/or computer applications through development and support phases;
- Initiates or participates in systems analysis studies;
- Evaluates overall and individual work performance to determine effectiveness in providing quality products within time and cost restraints;
- Prepares or reviews written and oral reports of proposed information technology systems;
- Directs applications systems planning and budgeting, and acquisition and acceptance of new equipment for the department;
- Monitors time and dollar expenditures to ensure projects and budgets meet established targets;
- Reviews computer programming techniques and computer usage to ensure efficient and effective procedures are utilized;
- Develops analysis and programming guidelines and documentation standards;
- Evaluates and makes recommendations for needed training;



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- Reviews the designs of computer applications to ensure that all requirements are satisfied;
- Reconciles conflicts within and between staff regarding resources, deadlines, and standards;
- Resolves the most difficult computer applications related problems;
- Prepares long- and short-term strategic plans concerning information technology for the division and/or department;
- Writes periodic progress, project status and problems resolution reports regarding information technology for management review;
- Maintains regular and reliable attendance.
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.
- Works more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required.

Required Knowledge, Skills and Abilities:

Knowledge of:

- Capabilities, limitations, and functional applications of information technology methods and equipment.
- Information technology systems design and programming.
- Research techniques, methods, and procedures.
- Systems analysis, development, planning, and documentation methods and standards.
- Data base organization, access, and retrieval techniques.
- Project management and organization including monitoring time and dollar expenditures for tasks performed.
- Data communications principles, practices, and restrictions.
- Modern office practices and procedures, including equipment utilization.
- Information technology management.

Ability to:

- Perform a broad range of supervisory responsibilities over others.
- Analyze, interpret, summarize, and report research findings.
- Produce written documents with clearly organized thoughts using proper English sentence construction, punctuation, and grammar.
- Comprehend and make inferences from written material in the English language.
- Communicate orally with customers, co-workers, and vendors in face-to-face one-on-one settings, in group settings, or using a telephone.
- Monitor or observe data to determine program problems.



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- Work cooperatively with other City employees.

Additional Requirements:

- Appointment to positions in the Police Department are subject to meeting appropriate polygraph and background standards.
- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of personal vehicle for City business will be prohibited if the employee does not have personal insurance coverage.
- Some positions will require the performance of other essential and marginal functions depending upon work location, assignment, or shift.

ACCEPTABLE EXPERIENCE AND TRAINING:

Three years of responsible experience in applications analysis project involving multiple computer subsystems, including project leader responsibility, and a bachelor's degree in computer science, computer information systems or a related field. Other combinations of experience and education that meet the minimum requirements may be substituted.