

MANAGER OF IT PROJECT MANAGEMENT OFFICE

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, incumbents in this class are responsible for the management of the teams responsible for the development, implementation, coordination, and administration of various Information Technology projects for Broome County. Incumbents are expected to provide managerial and technical leadership to Project Management staff, to manage vendor relationships, and to work with administrative and executive staff in county departments to address their information technology needs for new and planned IT projects. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises and manages the IT Project Management team and schedules work assignments;

Trains staff, prepares staff evaluations, and schedules staff leave for review with Deputy CIO;

Assists with the preparation of departmental budget as relates to IT project management;

Supervises and assists with the tracking project performance, specifically to analyze the successful completion of short- and long-term goals;

Assists in delegating project tasks based on staff member's individual strength, skill sets, experience levels and workload;

Ensures an efficient and effective Project Management process is established and maintained to direct and coordinate the utilization of resources across divisions of the project to reach targets;

Oversees and participates in the coordination of information technology projects including the identification of project scope, selection of vendors, negotiation of vendor contracts and price agreements, and writes and submits final project proposals for funding review and approval;

Reviews and evaluates project plans, design documents and other technical documentation and sets schedules needed to successfully initiate and accomplish IT projects;

Plans, organizes and coordinates the maintenance of hardware or software systems by technical support staff as it relates to project requirements

Assigns work, provides instructions, answers questions, determines Priorities, and balances workload problems while ensuring quality and customer service standards;

Oversees the organization and development of system documentation for IT projects;

Assists in providing direction, support, and schedules for all staff assigned to the project team;

Ensures proper communication from project management team to applicable department heads and the executive team in relation to IT projects regarding project progress, status, issues.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of information technology project management procedures;

Thorough knowledge of project management platforms (e.g., JSM, Smartsheet), current innovations in technology and information systems;

Thorough knowledge of the principles and practices of public administration, purchasing, and budgeting;

Thorough knowledge of project management requirements including facilitation, mediation, project tracking and financial tracking;

Thorough knowledge of the public and/or private sector projects and their needs related to the implementation and use of information technology;

Ability to plan, coordinate, supervise, and evaluate the work of others;

Ability to adapt to changing circumstances, including project scope changes, team member fluctuations, resource availability issues and shifting stakeholder needs;

Ability to identify and remove time-wasting activities to reduce project risk;

Ability to establish and maintain effective working relationships;

Ability to negotiate contracts with vendors;

Ability to exercise good judgment in evaluating situations, making decisions, and establishing priorities;

Ability to coordinate multiple initiatives simultaneously;

Ability to follow complex oral and written instructions;

Ability to express oneself clearly and concisely, both orally and in writing;

Ability to identify the root causes behind problems and develop creative solutions;

Ability to plan, compile and prepare comprehensive statistical and narrative reports.

***MINIMUM QUALIFICATIONS:**

- A) Possession of a Bachelor's degree or higher in business administration, management information systems (MIS), information resource management, or closely related field, and three (3) years' experience in leading projects including the coordination and implementation of information technology projects; OR
- B) Possession of an Associate's degree in business administration, management information systems (MIS), information resource management, or closely related field, and five (5) years' experience involving leading projects one (1) year of which must have included the coordination and implementation of information technology projects; OR

- C) Graduation from high school or possession of a general equivalency diploma and seven (7) years of experience in leading projects including the coordination and implementation of information technology projects; OR
- D) Possession of a project management or program management certification such as, but not limited to, Project Management Professional (PMP) certification from a recognized organizations such as, but not limited to, the Project Management Institute (PMI) and 5 years' experience managing technology projects; OR
- E) An equivalent combination of training and experience as defined by the limits of A), B), and C) above.

SPECIAL REQUIREMENT: Depending on the job location and/or department, possession of a valid driver's license to operate a motor vehicle in the State of New York may be required at time of appointment.

Special Note: Because of the radical evolution of technology in this field, qualifying experience must have been gained within the last five (5) years.

NOTE: Your degree must have been awarded by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education /U.S. Secretary of education. If your degree was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.