

UNIVERSITY OF ARIZONA
DEPARTMENT OF HUMAN RESOURCES
CLASSIFIED STAFF EMPLOYEE JOB DESCRIPTIONS

JOB CODE: 73070

TITLE: Information Technology Project Manager

IT PAY BAND: B13

FLSA: Exempt

Purpose of Classification:

Plans, organizes, integrates, coordinates and monitors complex and/or large scale cross-functional information technology projects to deliver specific results.

Distinguishing Characteristics:

This is a specialized classification and not part of a series.

Example of Duties:

- Participates in strategic analysis and initial proposal process for complex and/or large scale information technology projects.
- Organizes and manages all phases of projects to ensure satisfactory and timely completion of deliverables and overall project.
- Develops project plans including goals, scope, budget, deliverables, resources needed, schedules, timelines, methods for measuring results, security and risk assessment.
- Assembles, coordinates and directs project team members; assigns individual responsibilities. Monitors team member performance and acts as technical resource.
- Coordinates procurement and contracting activities for assigned projects including development of requests for proposals, analysis of bids, and contract awards.
- Tracks and reviews vendor performance. May review and approve vendor payment requests. Reviews and responds to changes in project scope, resources or required deliverables.
- Plans, develops, prepares and disseminates project communications. Produces project reports for senior management, project sponsors, functional and technical personnel and project stakeholders.

Knowledge, Skills and Abilities:

- Knowledge of cross-functional project management methods and techniques.
- Knowledge of information technology applications, processes, software and hardware.
- Skill in planning and managing cross-functional information technology projects.
- Skill in writing technical and non-technical project materials including project plans, timelines, vendor agreements and status reports.
- Skill in working effectively with a diverse client base.
- Ability to communicate effectively verbally and in writing.

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Minimum Qualifications:

- Six years of progressively responsible information technology project management experience; OR,
- Bachelor's degree in Management Information Systems, Computer Information Technology or related field AND three years of progressively responsible information technology project management experience OR,
- Any equivalent combination of experience, training and/or education.

This description is intended to be generic in nature. It is not intended to determine specific duties and responsibilities of any particular position. Essential functions and overtime eligibility may vary based on the specific tasks assigned to the position.

Prepared: 05/01/09