

Job Description

Position Title: Assistant Project Manager, Information Technology

Job Family: Information Technology

Job Level: Professional - Senior

FLSA Status: Exempt

Salary Grade: 07

Position Summary:

The Information Technology Assistant Project Manager is responsible for accomplishing the stated project objectives on several small to mid-sized projects. Plans and designates project resources, prepares reports and correspondence, monitors progress, and keeps stakeholders informed throughout the project life cycle. Performs liaison duties between project stakeholders, College resources and outside vendors and contractors associated with the assigned project.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Plans, executes, monitors and delivers small to mid-sized IT projects.
2. Maintains communication between the team, stakeholders, and clients.
3. Creates project-related documents.
4. Leads multi-discipline project team to deliver stakeholder's requested solution within scope, on time, and within budget.
5. Creates and delivers internal project reports and updates project data for analysis.
6. Provides project process related feedback and information to the department improving the project management process.
7. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Ability to apply analytical and critical thinking skills with the ability to draw conclusions and prepare accurate reports of results.
2. Ability to work with independently as well as in a team environment.
3. Skill in verbal and written communication with the ability to explain technical concepts to audiences with a wide range of technical skills.
4. Knowledge of applicable hardware, software, and peripheral equipment relevant to assignment.
5. Knowledge of computer and network operating systems.
6. Knowledge of project management principles, processes, and techniques.

Supervision:

- Not responsible for supervising the work of others.

Independence of Action:

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Information and Analytics: Allows ability to be a data leader. Provides a holistic representation of College's performance as well as data trends or issues.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in Computer Science or a closely related field of study required
- Three (3) years of related experience required.
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to position or transport light to moderate (up to 20 pounds) amounts of weight; to operate office equipment including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Pre-employment Background Check Required