Class Concept

The IT Project Manager I is responsible for moderately complex to more extensive IT project management work. The work at this level involves planning and coordinating IT projects with a smaller scope than an IT Project Manager II. This work involves the ability to direct the work of a cross-functional team of project related staff and coordinating IT project management activities in order to be efficient, effective, and provide reliable services. The IT Project Manager I may also serve as a member of a project team led by higher level project management staff. Projects affect a smaller scope of stakeholders than the Information Technology Project Manager II level. Projects may include multiple technology disciplines (i.e. Hardware, software, applications development, network infrastructure etc.) and/or significant business process reengineering efforts.

Recruitment Standards

Knowledge, Skills, and Abilities

- Ability to lead medium size, complex project(s), multiple small projects, at least one of which has medium risk and impact, or major subsets of large high risk and impact projects involving multiple staff across functional areas.
- Experience with responsibility for building project plan to work breakdown structure (WBS) level with team participation.
- Experience working with the following Project Management Methodologies: Waterfall, Agile, & Hybrid.
- Working Knowledge of Vendor Management and ensuring contract deliverables are met.
- Proven ability to provide regular day-to-day planning and organize the work of others.
- Well versed in IT, particularly relevant applications, and platforms as well as agency and enterprise operational capabilities and strategies.
- Ability to apply Project Management best practices.
- Experience with providing project management leadership on lower level to medium complexity projects and facilitating team involvement in resolving difficult technical issues. Experience in project related risk management, resource management, development of workarounds, and budget and financial management.
- Demonstrated ability to provide consultation to the project team, sponsors, and other stakeholders on the strategies for moving project forward.

Minimum Education and Experience

Bachelor's degree in computer science or a related IT field, business administration, project management or closely related degree from an appropriately accredited institution and three years of experience in IT project management or technical project management related work; or an equivalent combination of education and experience.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.