



Position Title: Senior Project Manager
Reports To: Vice Provost of Information Technology
Department: Information Technology
Prepared By/Date: Vivian Basit/08-07-2014
Approved By/Date: Dr. Wendy Chang/08-07-2014
Revised:

Job Code: 0356-00E
Job Group: PEC
Salary Grade: 17
FLSA Status: Exempt

Summary:

The Senior Project Manager is responsible for the project oversight for major information technology projects. Requires a higher level of experience with all phases of project planning and implementation, and assumes responsibilities over large-scale and multiple projects, actively collaborating with cross-functional teams, and providing strategic direction across all project initiatives.

Essential Duties and Responsibilities:

- Ensures the optimization of project initiation and execution through effective resource planning and job assignments, to benefit the broader IT portfolio.
- Leads critical project governance activities, including facilitating project meetings, progressing projects through lifecycle transitions, and ensuring quality standards are maintained through quality assurance activities.
- Responsible for the effective communication of project status, issues, risks, and budgetary information to key stakeholders and senior leadership.
- Develops project management what-if scenarios to facilitate decision making.
- Drives process improvements across the PMO organization.
- Builds functional and technical expertise in the organization's project portfolio management software and utilizes this to drive the design, implementation, and operation of portfolio management business processes within the organization
- Serves as mentor and coach to junior project managers.
- Serves as liaison between the College and professional contractors in reviewing plans prepared by consultants, and conducting performance evaluations of contractors and consultants. Ensures communication of contractual obligations throughout all phases.
- Oversees budget and record keeping; personnel management; contract management; project schedule and meeting all applicable regulations, policies and requirements.
- Serves on College RFP/ITN committees as appropriate, and assists with the selection process for hardware, software applications and technical support services.
- Develops and implements risk assessment, change management, quality assurance, performance and control measures to ensures completion of projects in accordance with established standards, schedules and budget parameters.
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Knowledge and understanding of College organization, goals and objectives, and policies and procedures
- Knowledge of national and industry standards and best practices pertaining to project management
- Possess proven experience in end-to-end project management of large-scale information technology projects
- Knowledge of IT operation processes including risk management, change management, and incident management
- Knowledge of IT performance matrix.

- Ability to assess performance and recommend new measures to improve performance.
- Ability to analyze, understand and effectively communicate between business requirements and technical design
- Possess effective problem-solving, negotiation, and decision-making skills to influence management; as well as, internal and external partners
- Ability to communicate effectively in a high volume atmosphere and demonstrate supervisory skills to direct and secure the cooperation of internal staff and contractors
- Ability to demonstrate highly effective, productive, and motivational leadership skills
- Ability to work with many individuals and populations both one-on-one and in very large groups
- Ability to work well in a multi-ethnic and multi-cultural environment with students, faculty and staff

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and stand and walk.

The employee must occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

This function/position has been designated as “essential.” This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover, and continue operations at the College.

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor’s degree from an accredited institution in Business, Computer Science, Management Information System, Engineering, or a related field and eight (8) years of experience in information technology industry; or a Master’s degree with four (4) years of experience in information technology industry. At least three (3) years of experience in managing technology projects in a professional environment involving multiple stakeholders.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name