



**IT PROJECT MANAGER**

**Department: Finance**  
**Job Class #: 634100**  
**Pay Range: Professional 17**

**FLSA: Exempt**  
**Represented: No**

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

**GENERAL FUNCTION:**

This position serves as a lead, professional and technical project manager in the Finance Department, requiring IT experience combined with outstanding leadership, communication, presentation, customer service, and project management skills to apply to technology projects across the County.

Duties include managing large, complex integrated projects and implementing program management frameworks. Incumbents will direct initiatives that require the integration of multiple enterprise systems, facilitate and coordinate actions and requirements between business and technical teams, and participate in the end-to-end lifecycle of a technology solution following waterfall and agile methodologies. This position requires experience developing and managing large integrated schedules, driving resources in a matrixed environment and achieving return on investment. Comprehensive subject-matter expertise in strategic technology planning and system implementation is required. This position requires proven experience implementing technology solutions on scope, budget and schedule following disciplined project management principles with a strong emphasis on customer service and building partnerships with business stakeholders.

**ESSENTIAL FUNCTIONS:**

- Implement innovative and efficient project management practices for IT projects.
- Administer processes that are flexible and ensures project tracking, reporting, communication, risk management and deliverables are achieved.
- Provide subject matter expertise in strategic technology planning, management of custom system development, implementation of custom and commercial (COTS and SaaS) systems, and executive-level management is required.
- Perform IT project management in accordance with accepted project management standards in the industry (i.e. PMBOK (Project Management Body of Knowledge)).
- Develop and manage work breakdown structure (WBS) for information technology projects.
- Develop or update project plans for information technology projects including information such as project objectives, technologies, systems, information specifications, schedules, funding, and staffing.
- Designing agile project management process to support a wide variety of technology projects integrated with governance and budgeting initiatives.
- Manage multiple competing priorities in a fast-paced environment.
- Manage project execution to ensure adherence to budget, schedule, and scope.
- Prepare and implement change management processes and controls.
- Prepare and implement risk and issue management processes and controls.
- Prepare project status reports by collecting, analyzing, and summarizing information and trends.
- Assign duties, responsibilities, and spans of authority to project personnel and coordinate activities of project personnel.
- Develop and manage annual budgets for information technology projects.
- Provide project communication plans and develop trusted relationships with key stakeholders.

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- Facilitate discussions and consensus among various project stakeholders such as analysts, developers, vendors and clients.
- Perform quality reviews, developing lessons learned documentation and preparing post project review of costs and benefits.
- Assist with selecting, implementing and supporting project management tools and systems.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends, holidays and overtime

**OTHER JOB FUNCTIONS:**

- Perform other job functions as assigned.

**SUPERVISION RECEIVED AND EXERCISED:**

An employee in this class works under the general supervision of an IT Manager who observes work through assignments and projects to evaluate results achieved. This position may direct work and provide guidance to other employees working on specific projects but does not supervise. The use of independent judgment, flexibility, and initiative are necessary in the performance of the essential functions of the position.

**WORK ENVIRONMENT:** The work environment characteristics described herein are representative of those an employee encounters while performing the essential job functions. The IT Project Manager typically works in an office environment on a daily basis. Incumbents may be required to work at a desk or other work station for prolonged periods; constant attention to detail is required. Ability to concentrate with frequent interruptions and general office noise is required. Ability to work after normal County business hours, including weekends, for customer support, a scheduled function, or in an on-call capacity required.

**PHYSICAL REQUIREMENTS:** The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. Physical activities required are hand and finger dexterity necessary to operate equipment used in the position, talking, seeing and hearing. Walking, sitting, bending/stooping, pushing/pulling, and unassisted lifting associated with the job duties is required. May be required to lift and carry up to 25 lbs. Travel to various work sites throughout the region may be required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

**Knowledge of:**

- Advanced knowledge of business operations, strategic information requirements, and priorities of customers business.
- Information systems, including analysis, design, development, implementation, maintenance, documentation and training procedures and practices
- Strategic planning principles and practices.
- Management of advanced large-scale projects.
- Negotiation and conflict resolution
- State-of-the-art developments and trends in the field of information technology.

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- System analysis, procedure/process analysis and problem resolution by working with multiple stakeholders in a problem-solving environment.
- Project and change management principles and practices.
- Information technology security principles and practices.

#### **Skill in:**

- Achieving results and reach outcomes.
- Organizing, planning, executing large-scale projects from vision through implementation.
- Determining Return on Investment and applying Earned Value Management.
- Working on multiple complex, highly visible, and politically sensitive projects.
- Synthesizing complex information and influencing decision makers.
- Leading multi-discipline work teams.
- Use of independent judgment and effective decision-making in the application of a wide variety of laws, policies and procedures and in effective problem-solving.
- Analytical problem solving and decision making combined with the ability to facilitate efficient resolution of problems. Considers the relative costs and benefits of potential actions and chooses the most appropriate.
- Facilitating creative and strategic discussions in order to address emerging problems and opportunities.
- Providing leadership and management of technical personnel; delegating work assignments, matching the responsibility to the person and giving authority to work independently.
- Functioning in a fast-paced, short deadline environment, and the ability to come up with innovative cost-effective decisions.
- Resolving interpersonal and interdepartmental conflicts and coordinating solutions to critical problems and ensure completion of planned deliverables.
- Communicating changes effectively and building commitment and overcomes resistance.
- Making effective presentations of technical and complex matters.

#### **Ability to:**

- Translate business needs into information technology solutions and provide detail-oriented project management leadership with strong consultative skills.
- Prioritize projects and negotiate with departments within budgeted funds and available personnel.
- Manage complex business strategy and technology projects as well as develop successful solutions to multi-faceted issues as they arise.
- Keep up-to-date technically, and apply new knowledge to creatively develop, design, and innovate new solutions, ideas, relationships, or products.
- Handle difficult or sensitive situations with diplomacy and tact, while maintaining confidentiality.
- Balance team and individual responsibilities; Work in a collaborative manner with technical and non-technical personnel; exhibit objectivity and openness to others' views; build a positive team spirit; treat others with respect regardless of status or position; inspire the trust of others; facilitate knowledge share between individuals to contribute to team effectiveness and supports everyone's efforts to succeed.
- Establish and maintain effective work relationships with elected officials, department heads, associates, and with the general public.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.

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- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Work a flexible schedule, which may include evenings, weekends, holidays and overtime
- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification.

**MINIMUM REQUIREMENTS TO APPLY:** A Bachelor degree in information technology, computer sciences, business, mathematics, engineering or related field and five years of information technology experience, which includes experience performing complex technology centric project management in a Project Manager or leadership role, OR any equivalent combination of experience and education is required. Project management certification such as PMI is highly preferred. Positions in specific program areas may require program-related experience, education, and/or training.

**SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS:** A valid Washington State driver's license may be required when travel is required of the position. Ability to successfully complete all required background investigations including submission of fingerprints.