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| **CAREER FAMILY:** Information Technology  | **CAREER SERIES:** IT Project Management | **CAREER LEVEL:** Senior |
| **CLASSIFICATION TITLE:** IT Project Manager - Senior | **JOB CLASSIFICATION CODE:** | **FLSA:** | **EEO CODE:** | **CAREER SERVICE STATUS:** |
| **CLASSIFICATION SUMMARY:** The IT Project Manager – Senior (ITPM) oversees one or more medium to complex and/or enterprise projects with moderate to broad impact to a King County business unit or units. Projects are typically associated with a cross-functional operation that may span multiple lines of business, divisions, or departments; and may involve a significant degree of systems integration and/or vendor product implementation. The ITPM – Senior gathers required data from end-users to evaluate project objectives, goals, and scope; serves as liaisons between technical and non-technical agencies to ensure targets and requirements are met; develops detailed work plans, schedules, project estimates, resource plans, and status reports; provides technical and analytical guidance to the project team; implements major upgrades and/or replacements; and responds to Steering Committee oversight. The ITPM – Senior works under moderate supervision with key deliverables and duties being reviewed and may assist or coach less experienced team members. |
| **DUTIES:** *In addition to the duties for lower level classifications within the IT Project Management series the IT Project Manager – Senior will:** Work with project stakeholders and sponsors to identify goals, objectives, and approaches, including potential technology strategies and solution options.
* Define project scope with project sponsor. Reviews requirements alongside business analysts and may assist or coach analysts for more complex solution requirements.
* Ensure solution requirements are understood by the project team and approved by the Steering Committee.
* Manage medium to large procurements including Requests for Proposals; develop statement of work (SOW) and other documentation required for the procurement; and lead project team through vendor procurement activities.
* Collaborate with contract specialist to develop, negotiate, and review contracts associated with assigned projects.
* Manage vendor relationships during project execution; review and manage approval process for vendor deliverables; manage and monitor vendor work progress and performance; negotiate and manage contract changes; implement corrective action plans as required; and manage approval process for vendor payments.
* Coordinate development, review, and implementation of project plans for system integration, data migration, testing, training, and cutover; ensure business continuity during system implementation.
* Manage communications and coordinate project activities with external agencies.
* Conduct root cause analysis of projected budget discrepancies; manage medium to large budgets and funding releases.
* May manage up to 2 scrum teams that support a product.
* Coach less experienced team members.
* Perform other duties as assigned.
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| **REQUIRED EDUCATION:**Any combination of education and experience that clearly demonstrates the ability to perform the job duties of the position |
| **REQUIRED LICENSES/CERTIFICATIONS:** Some licenses, certifications, and other requirements determined to be necessary to meet the business needs of the employing unit may be required |
| **CLASSIFICATION HISTORY:**MM/YYYY - Created |