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| **CAREER FAMILY:** Information Technology  | **CAREER SERIES:** IT Project Management | **CAREER LEVEL:** Intermediate |
| **CLASSIFICATION TITLE:** IT Project Manager | **JOB CLASSIFICATION CODE:** | **FLSA:** | **EEO CODE:** | **CAREER SERVICE STATUS:** |
| **CLASSIFICATION SUMMARY:** The IT Project Manager (ITPM) oversees one or more small to medium projects with low to moderate impact to a King County business unit; ensures projects are completed on schedule and within budget; executes project plans, schedules, budgets, and deliverables; interfaces with technical and non-technical stakeholders; and reports issues to agency leadership that may impact project completion, budget, and/or other results. The ITPM works under close supervision with all deliverables and duties being reviewed. |
| **DUTIES:** * Create project control documents such as the project charter, plan, and schedule based on the project’s objective and scope and ensures that PM methodology is adhered to.
* Assign and manage work of project team.
* Establish project milestones and baselines; prepare status reports conveying project scope, goals, milestones, budget, risk, status, change requests, and critical issues to the client and project team that meet oversight/reporting requirements of IT project governance.
* Reviews requirements and tracks scope alongside business analysts.
* Manage communications to project stakeholders.
* Plan and coordinate steering committee meetings, providing status and documenting risks, action items, and decisions.
* Collaborate with project stakeholders and apply tools and techniques to refine estimates of project cost, resources, time, and deliverables.
* Navigate conflicts and negotiate resolutions.
* Collaborate with resource managers to effectively align capability for their projects.
* Manage small procurements such as hardware and software purchases; develop documentation required for the procurement.
* Identify elements of risk; analyze and prioritize risk assessments and impacts; and develop and maintain risk plans, processes, and systems.
* Develop and refine detailed cost baselines from estimates; monitor actual cost against budgets. Conduct root cause analysis of projected budget discrepancies; manage small budgets and funding releases.
* Ensure deliverables meet established quality standards.
* May manage one scrum team that supports a product; or provide project support to a product owner.
* Conduct formal review with business sponsors at project completion; assist in implementing recommendations.
* Perform other duties as assigned.
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| **REQUIRED EDUCATION:**Demonstrated experience in IT project delivery and leading teams. 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 |