

The University of Texas at San Antonio

Job Description

Job Title: Senior IT Infrastructure Project Manager
Code: 17517
Salary Grade: 63
FLSA Status: Exempt
Department/Division: Office of Information Technology, Infrastructure Services
Reports To: Director of Communication, Infrastructure Services

Summary

- Function: Under minimal supervision, manages all aspects of Information technology project from conception through completion, to ensure that the goals of project planning, design, budget, schedules, and construction are met within prescribed time frame and funding

- Scope:

Duties

- Typical:
 1. Represents IT in campus master planning, capital improvements planning, and architectural space planning as assigned
 2. Develops project planning documentation for IT project to gain approval at university and regents levels
 3. Prepares request for IT proposals and conducts all necessary meetings to facilitate hiring consultant services
 4. Prepares contractual agreements as necessary to facilitate hiring consultant services for IT infrastructure project
 5. Manages programming design, bidding and construction related to new IT infrastructure, facilities, additions, and renovations projects as assigned. Concurrently manage multiple simple to complex project from inception through project close-out
 6. Responsible for scope, budget, and schedule development for IT infrastructure project
 7. Implements policies and procedures to ensure compliance with all applicable laws, University polices and OIT infrastructure standards and specification; conducts investigation, project reviews, and inspections of structured cabling, infrastructure and electrical work necessary for the maintenance and

- modification of building and facilities connected with the campus
8. Responsible for the preparation of project infrastructure documentation including architectural, structural, mechanical and electrical systems, materials and such other elements as may be appropriate
 9. Coordinates with University evaluation committees to develop recommendation for selection of Construction Managers, when appropriate
 10. Prepares detailed reports on IT project progress to include project plans barriers and solution milestones, financial cost/projects and analyses
 11. Assists in maintenance and development of new IT infrastructure standards of practice utilized within University
 12. Monitors and facilitates resolution of construction contracts disputes and claims
 13. Coordinates with facilities occupants move-in to new or renovated facilities
 14. Share responsibility in organizing and maintain past and present University infrastructure site drawing and construction and construction-related documents including drawing, maps, blueprints, surveys, specification and project files
 15. Assists with special project as needed
 16. Knowledge of all Microsoft Office software and able to learn and use institutional software systems
 17. Complies with all State and University Policies

- Periodic:

1. Other duties may be assigned
- 2.

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Education

Required	Preferred
Bachelor's degree from four year college or university within area of assigned responsibility. Technical training and/or experience may be substituted for a degree on a year for year basis.	N/A

Other Requirements

Required	Preferred
While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is regularly required to stand or walk. May require frequent travel to multiple university owned campuses and leased spaces. The employee must occasionally	N/A

lift and move up to 40 pounds.	
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Experience

Required	Preferred
<p>Six years of progressively responsible experience in facilities management, project management, architectural design, engineering design, environmental health and safety, or construction supervision.</p> <p>At least three years of information technology experience including project implementation or management experience. In-depth knowledge of structured cabling systems, electrical, and enterprise network infrastructure systems and technologies and related codes and standards</p>	N/A

Equipment

Required	Possible
	N/A

Working Conditions

Usual	Special
While performing the duties of this job, the employee is occasionally exposed to extreme cold and risk of electrical shock. The noise level in the work environment is usually moderate.	Occasional travel may be required.

Supervision

Received	Given
Direct supervision received from Director of Communication, Infrastructure Services.	Direct supervision and guidance to project management staff. Ensures staff is adhering to university and departmental policies, procedures and best practices. Supervises, counsels and evaluates assigned staff.

Accuracy

Proficiency in all phases of the duties performed.
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Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.