

The University of Texas at San Antonio

Job Description

Job Title: IT Project Manager
Code: 19810
Salary Grade: 62
FLSA Status: Exempt
Department/Division: Project Management Office/Information Technology
Reports To: Chief Operations Officer

Summary

- Function: Under limited supervision manages, develops, directs and evaluates IT related projects and plans.
- Scope: Responsible for coordinating project development and implementation, controlling time schedules and communicating with clients.

Duties

- Typical:
 1. Manages, develops, directs and evaluates assigned projects utilizing accepted project management methodologies.
 2. Communicates and consults with clients, project team members and stakeholders to ensure timely progress and quality of work on projects.
 3. Develops project plans, including project life cycles, budgets, resource requirements, change management processes, risk management, key milestones, communication mechanisms, test plans, and deliverables.
 4. Implements, evaluates and recommends policies and procedures to ensure compliance with applicable institutional, system, state and federal policies, procedures and laws.
 5. Manages project implementation; handles emergent issues with emphasis on time schedule; ensures tasks are completed within time deadlines and budgets.
 6. Works closely with designated clients regarding plan progress; resolves issues.
 7. Prepares detailed reports on project progress with clients to include project plans, barriers and solutions, milestones, financial costs and projections, and analyses.
- Periodic:
 1. Sets up meetings; coordinates with sponsors and other key personnel.
 2. Assists with special projects, as needed.
 3. Other duties as assigned.

Education

Required	Preferred
Bachelor's degree from an accredited institution. <i>Technical training and/or experience may be substituted for a degree on a year for year basis.</i>	N/A

Other Requirements

Required	Preferred
Knowledge of all Microsoft Office software and able to learn and use institutional software systems.	Project Management Certification.
Demonstrated skills in handling multiple projects under strict deadlines.	
Criminal Background Check (CBC).	

Experience

Required	Preferred
Three years of information technology experience including project implementation or management experience.	Similar experience leading others to defined project or initiative goals.

Equipment

Required	Preferred
Personal computer, project equipment, and standard office equipment.	N/A

Working Conditions

Usual	Special
Normal office conditions.	Occasional evening and weekend hours.
	Occasional travel may be required.

Supervision

Received	Given
Determines own work methods and solves problems utilizing technical and specialized knowledge and experience resulting in minimal supervision.	None.

Accuracy

Proficiency in all phases of the duties performed.

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.