

The University of Texas at San Antonio

Job Description

Job Title: Senior IT Project Manager
Code: 19812
Salary Grade: 63
FLSA Status: Exempt
Department/Division: Office of Information Technology
Reports To: Executive Director, Infrastructure Services

Summary

- Function: Under minimal 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. Develops project management methodology and templates for use by all project managers within the department.
 2. Provides guidance and mentoring to more junior level project managers.
 3. Acts as consultant to other project managers in the practice of project management.
 4. Manages, develops, directs and evaluates assigned projects utilizing accepted project management methodologies.
 5. Communicates and consults with clients, project team members and stakeholders to ensure timely progress and quality of work on projects.
 6. Develops project plans, including project life cycles, budgets, resource requirements, change management processes, risk management, key milestones, communication mechanisms, test plans and deliverables.
 7. Implements, evaluates, and recommends policies and procedures to ensure compliance with applicable institutional, system, state and federal policies, procedures and laws.
 8. Manages project implementation and handles emergent issues with emphasis on time schedule. Ensures tasks are completed within time deadlines and budgets.
 9. Works closely with designated clients regarding plan progress and resolves issues.
 10. 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.</i>	Bachelor's degree in architecture, engineering, science or construction.

Other Requirements

Required	Preferred
Project Management Certification	N/A
Knowledge of all Microsoft Office software and ability to learn and use institutional software systems.	
Criminal Background Check.	

Experience

Required	Preferred
Ten years of information technology experience including project implementation or management experience.	N/A
Five years project management experience to include experience leading others to project completion and meeting initiative goals.	

Equipment

Required	Possible
Personal computer, project equipment, and standard office equipment.	NA

Working Conditions

Usual	Special
Usual office and construction site environments.	May require frequent travel to multiple university owned campuses and leased spaces.
	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.