

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Technology Project Manager  
Code: 19840  
Salary Grade: 62  
FLSA Status: Exempt  
Department/Division: Library  
Reports To: Assistant Dean for Library Information Technology

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## *Summary*

- Function: To manage, develop, direct, and evaluate technology-based projects and plans.
- Scope: Responsible for coordinating project development and implementation, controlling time schedules and communicating with staff and clients.

## *Duties*

- Typical:
  1. Oversees the management and development of library wide projects.
  2. Works closely with project sponsors and coordinators to ensure proper methodologies are applied and followed, leading to successful outcomes.
  3. Assists library staff in development of project plans including: project life cycles, budgets, resource requirements, change management processes, risk management, key milestones, communication mechanisms, test plans, and deliverables.
  4. Effectively communicates relevant project information and fosters communication between different stakeholders.
  5. Consults with project sponsors and coordinators to ensure timely progress and quality of work.
  6. Manages project implementation ensuring that project steps are completed within time deadlines and budgets.
  7. Resolves and/or escalates issues in a timely fashion.
  8. Other duties as assigned.
- Periodic:
  1. Manages project teams.
  2. Creates progress reports and provides updates to library staff.
  3. Collaborates with other library units/departments and the university's office of information technology to ensure that proper infrastructure for project completion is in place.
  4. Participates on the various committees, task forces, etc.

### *Education*

<b>Required</b>	<b>Preferred</b>
Bachelors degree in Business Administration, Information Technology or related field.	Masters degree in Business Administration, Information Technology or related file.
	Project Management or other related certification.

### *Other Requirements*

<b>Required</b>	<b>Preferred</b>
Database and operating systems experience with Oracle, MySQL, MS SQL, UNIX and Windows.	Project Management Certification.
Experience with project management software including MS Project.	
Experience working with diverse groups of people at all levels in an organization.	
Ability to effectively prioritize and execute tasks in a high-pressure environment, working with competing demands from different individuals.	
Excellent interpersonal communication, writing, analytical, planning and organizational skills.	
Ability to work in a team-oriented, collaborative environment.	
Evidence of initiative, creativity and resourcefulness.	
Criminal Background Check (CBC).	

### *Experience*

<b>Required</b>	<b>Preferred</b>
Minimum three years of demonstrated experience working in a project manager role, with minimum of two years experience overseeing information technology projects.	Similar experience with Library Projects.
Work experience in a library or higher education environment.	

### *Equipment*

<b>Required</b>	<b>Preferred</b>
Personal computer and standard office equipment.	N/A

***Working Conditions***

<b>Usual</b>	<b>Special</b>
Normal office environment.	May occasionally require working overtime.

***Supervision***

<b>Received</b>	<b>Given</b>
Virtually self-supervising with final results appraised in regards to the efficient and effective attainment of goals and objectives.	May supervise student workers or support 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.
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***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.
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