**Class 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.

**Distinguishing Characteristics**

This is the first level in a two-level classification series. This classification is distinguished from the IT Project Manager – Senior classification in that the incumbent in the IT Project Manager – Senior oversees one or more medium to complex and/or enterprise projects with moderate to broad impact to a King County business unit or units. Projects are typically associated with a cross-functional operation that may span multiple lines of business, divisions, or departments; and may involve a significant degree of systems integration and/or vendor product implementation.

**Examples of Duties**

1. 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.
2. Assign and manage work of project team.
3. 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.
4. Reviews requirements and tracks scope alongside business analysts.
5. Manage communications to project stakeholders.
6. Plan and coordinate steering committee meetings, providing status and documenting risks, action items, and decisions.
7. Collaborate with project stakeholders and apply tools and techniques to refine estimates of project cost, resources, time, and deliverables.
8. Navigate conflicts and negotiate resolutions.
9. Collaborate with resource managers to effectively align capability for their projects.
10. Manage small procurements such as hardware and software purchases; develop documentation required for the procurement.
11. Identify elements of risk; analyze and prioritize risk assessments and impacts; and develop and maintain risk plans, processes, and systems.
12. 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.
13. Ensure deliverables meet established quality standards.
14. May manage one scrum team that supports a product; or provide project support to a product owner.
15. Conduct formal review with business sponsors at project completion; assist in implementing recommendations.
16. Perform other duties as assigned.

**Knowledge/Skills**

Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Ability to work independently and as a team member

Demonstrated proficiency with business applications, such as Microsoft Office suite

**Education and Experience Requirements**

Any combination of education and experience that clearly demonstrates the ability to perform the job duties of the position

**Licensing, Certification and Other Requirements**

Some licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required

|  |  |
| --- | --- |
| **FLSA Designation** | Exempt (Administrative) |
| **Service Status** | Career Service  |
| **EEO Code** | 2 |
| **Levels within same series** | IT Project Manager, IT Project Manager - Senior |
| **Class History** | 01/2024 - Created |