



# Information Technology Project Manager

**DISTINGUISHING FEATURES OF THE CLASS:** Responsible for assisting in administering and directing Citywide information technology (IT) activities. The incumbent assists the IT Manager with planning, directing and coordinating all City IT operations and activities; establishing IT policies, procedures and standards, and coordinating and managing projects. Serves as the IT Manager during his/her absence. All work is performed under the direction of the IT Manager. The incumbent does related work as required.

**EXAMPLES OF WORK ACTIVITIES:** (Illustrative only)

- Assists in establishing, reviewing, modifying, and implementing technology related policies, procedures, and standards;
- Assists in supervising subordinate technical staff to include: assigning, directing, reviewing, and evaluating work load;
- Assists in preparing and monitoring departmental budgets;
- Assists in IP telephony configuration and management;
- Identifies, prioritizes, tracks, and manages multiple projects;
- Provides technical training;
- Conducts analysis and creates reports for illustrative purposes.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- Thorough knowledge of modern principles and practices of management information systems;
- Working knowledge of local area network equipment including personal computer hardware and software and peripheral equipment;
- Working knowledge of Microsoft Operating Systems and other MS technology solutions

Ability to:

- Demonstrate project management experience and/or aptitude;
- Programming ability;
- Ability to supervise others;
- Ability to communicate effectively both orally and in writing;
- Ability to understand and interpret complex oral instructions and/or written directions;
- Ability to troubleshoot computer problems and perform minor maintenance and repair of hardware & Software.
- Communicate using interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

**MINIMUM QUALIFICATIONS:** Either

- A. Graduation from a regionally accredited college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree in Information Systems Management, Computer Science, Information Technology or a closely related field; OR
- B. Graduation from a regionally accredited college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's degree and two (2 ) years of experience in network administration, information systems management or staff administration; OR
- C. Completion of 90 college credit hours from a regionally accredited college or university or one accredited by the NYS Board of Regents to grant Bachelor's degrees. Must obtain Bachelor's Degree in Information Systems Management, Computer Science, Information Technology or a closely related field within one (1) year of appointment; OR
- D. Completion of 90 college credit hours from a regionally accredited college or university or one accredited by the NYS Board of Regents to grant degrees and two (2) years of experience in network administration, information systems management or staff administration. Must obtain Bachelor's Degree within one (1) year of appointment.

**LICENSING REQUIREMENTS:** Valid NYS driver's license appropriate to the vehicles to be operated or otherwise demonstrate the ability to meet the transportation needs of the job.

**Classification history:**

Adopted 6/16/2015