

 <p><b>STATE OF INDIANA</b> CLASSIFICATION SPECIFICATION</p>	<b>Class Title:</b> IT Project Manager – Senior		<b>Class Code:</b> 00EAU6
	<b>FLSA Status:</b> Exempt	<b>Salary Schedule:</b> RDS	<b>Effective Date:</b> 3-19-13
	<b>Summary:</b> Manages, plans, organizes, and controls all operations and activities of large information technology projects at the highest level. Incumbent works in an Information Technology Division of a state agency and typically reports to the Information Technology Director, or higher level staff.		

**Duties:**

- May oversee multiple projects to ensure proper management towards successful conclusion;
- Mentors and provides guidance to lower level Project Managers which might include recommending training and experience to be gained from project assignments;
- Manages large enterprise-type projects that involve multiple agencies/departments/divisions and other state or contracted resources for the project;
- Creates and maintains project plans;
- Ensures that users and project team members roles and responsibilities on the project are defined;
- Creates and maintains a team atmosphere and work environment to promote project work productivity;
- Ensures that user requirements, deliverables and approvals are defined;
- Coordinates and monitors activities of all parties involved in the project to ensure the system is completed on time and within budget;
- Communicates project status to appropriate management and interested parties;
- Ensures the delivery of a product that meets user requirements;
- Performs related work as required.

**Job Requirements:**

- Thorough knowledge of project cost management, benefit analysis, risk management, funding and estimation of resources;
- Thorough knowledge of project management theories and practices and the ability to apply that knowledge;
- Extensive knowledge of the information systems development life cycle, information technology, project tools and approaches to development and implementation;
- Familiarity with the business functional area under consideration for automation;
- Ability to lead, encourage and influence others to perform;
- Ability to communicate effectively orally and in writing;
- Ability to supervise and manage human resources.

**Difficulty of Work:**

Work is broad in scope requiring extensive judgment in adopting techniques to meet the information technology requirements, specifications, standards, and procedures of a complex enterprise wide system.

**Responsibility:**

Work has a direct influence and impact on the agency's ability to successfully administer the business operation to achieve agency mission, policy, or practice. Technical instruction is generally not needed, however Incumbent may seek guidance when unique problems arise. Work is reviewed for adherence to deadlines and attainment of objectives.

**Personal Work Relationships:**

Works with agency executive management, information technology management, division management, systems users and agency personnel, consultants, vendors, representatives from other agencies, and any other individual or group involved with the project. The Project Manager is responsible for monitoring project progress and communicating that progress to management. The Project Manager consults and is involved in cooperative and non-cooperative problem solving with the project team and other individuals impacted by the automation project.