

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: IT Project Manager – Intermediate		Class Code: 00EAU7
	FLSA Status: Exempt	Salary Schedule: RDS	Effective Date: 3-19-13
	Summary: Manages, plans, organizes, and controls all operations and activities of medium to large information technology projects. Incumbent works in an Information Technology Division of a state agency and typically reports to the Information Technology Director, or higher level staff. Incumbent may receive guidance from senior-level Project Manager(s) and may provide guidance and assistance to lower-level Project Manager(s).		

Duties:

- Manages medium to large projects that may involve multiple departments/divisions within an agency 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 product that meets user requirements;
- Performs related duties as required.

Job Requirements:

- Advanced knowledge of project cost management, benefit analysis, risk management, funding and estimation of resources;
- Considerable knowledge of project management theories and practices and the ability to apply that knowledge;
- Considerable 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;
- Effectively communicate both orally and in writing;
- Ability to supervise and manage human resources.

Difficulty of Work:

Incumbent uses considerable judgment in selecting the most pertinent guidelines to follow. Work is broad in scope and requires in-depth analysis of multiple variables to fit various circumstances of a medium to complex enterprise wide system.

Responsibility:

Incumbent works closely with higher-level staff and/or management to outline general objectives and boundaries that Incumbent will follow to meet the requirements of the agency. Unusual problems or deviations from guidelines or practice are discussed with manager at the discretion of the employee. Work is reviewed for attainment of objectives and compliance with policy and practice.

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.