



## **PROJECT MANAGER – INFORMATION SERVICES**

### **GENERAL RESPONSIBILITIES**

Under the leadership of the Coordinator of Information Services, the position is responsible for the analysis, design, development, training, implementation, and maintenance for custom and supported applications. Support team members in their analysis, design, development, and training.

### **ESSENTIAL TASKS**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Lead team members in developing, testing, implementing, and maintaining applications.
- Conduct thorough analysis of application projects.
- Analyze requests for custom software development and data requests; provide estimates of time and cost.
- Coordinate inter-project dependencies and develop projects definitions and planning.
- Perform project tracking, management and control, risk mitigation, and communication coordination.
- Report to departments and teams on the status of projects.
- Coordinate with other team leads on implementation, maintenance, and development plans.
- Maintain comprehensive system specifications and documentation for each application.
- Control multiple projects/problems and coordinate efforts to resolve issues between users and systems.
- Analyze and document day-to-day production system problems and follow up with operations to ensure timely resolution.
- Develop project reports and presentations for customer review and acceptance.
- Perform related work as required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Must have a thorough knowledge and expertise in the software development cycle. Must have the ability to display an understanding of the broad scope of a project while maintaining focus on individual tasks; effectively and efficiently manage time and effort; follow through to completeness on every detail; multitask in a dynamic environment where priorities may change; and utilize project tracking tools. Must have excellent interpersonal and leadership skills

### **EDUCATION AND EXPERIENCE**

Must have a Bachelor's degree in the field of computer science, information science, or management information systems. Industry certifications in system development and/or formal project management methodologies desired. Must have a minimum of six (6) years' experience in software development and/or Information Technology project management. Experience working with Student Information, Human Resources and/or Payroll systems development is desired.

A comparable amount of training and experience may be substituted for the minimum qualifications.

### **PHYSICAL REQUIREMENTS**

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

### **SPECIAL REQUIREMENTS**

Possession of a valid driver's license