

## **INFORMATION TECHNOLOGY PROJECT MANAGER**

Code No. 4-18-095  
COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This position is responsible for the management, planning, and execution of key information technology projects and delivering projects on time, within scope and within budget. Duties involve developing and implementing technology based strategic planning, executing upgrades to existing business systems, and the implementation of new systems. Duties also involve systems analysis and design and overseeing the work of project teams. The employee reports directly to, and works under the general supervision of a Director of Information Technology or other higher-level staff member. General supervision is exercised over a technical staff. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (All need not be performed in a given position. Other related activities may be performed although not listed.)

Reviews and evaluates project plans, design documents, and other technical documentation;

Sets schedules and deadlines to successfully initiate and accomplish information technology projects;

Coordinates activities of staff and third parties/vendors during project execution;

Delegates project tasks based on staff members' individual strengths, abilities, and experience;

Manages project implementation and training plans for staff;

Communicates to supervisors regarding resources and staffing needs;

Creates and maintains comprehensive project documentation and tracks project performance including analyzing successful completion of short- and long-term goals;

Develops budget objectives and adjusts project constraints based on financial analysis;

Measures project performance using appropriate tools and techniques;

Oversees the organization and development of appropriate system documents;

Assists with vendor selection and developing computer related vendor contracts.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the principles and techniques used in systems development, design, and analysis; thorough knowledge of information technology project management techniques and practices including facilitation, mediation, and project and financial tracking; good knowledge of current hardware and software developments and applicability; good knowledge of needs assessment and project development techniques and practices; ability to analyze and evaluate situations, make decisions, and establish priorities; ability to pay attention to detail, multi-task, and coordinate multiple initiatives simultaneously; ability to detect potential risks and dealing with them before they become problematic; ability to build coalitions among stakeholders; ability to develop and monitor budgets; ability to assist in developing contracts; organizational ability; ability to communicate effectively orally and in writing; ability to follow complex oral and written instructions; ability to establish and maintain effective working relationships; good judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation with a Bachelor's degree in an information technology or computer science field, plus three (3) years paid full-time or its part-time equivalent experience in computer programming, computer design, systems development or administration, or network administration, one (1) year of which must have been in information technology project management; OR,
- (B) Graduation with an Associate's degree in an information technology or computer science field, plus five (5) years paid full-time or its part-time equivalent experience as defined in (A) above, one (1) year of which must have been in information technology project management; OR,
- (C) Seven (7) years paid full-time or its part-time equivalent experience as defined in (A) above, one (1) year of which must have been in information technology project management; OR,
- (D) An equivalent combination of education and experience as defined by the limits of (A), (B), and (C) above.

**NOTE:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

**SPECIAL REQUIREMENT:** If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

Monroe County Civil Service Commission

**ADOPTED:** January 3, 2019

**REVISED:** June 12, 2025