
Auburn University Job Description

Job Title: **IT Project Manager**

Job Family: No Family

Job Code: **MA20**

Grade 36: \$59,700 - \$99,600

FLSA status: Exempt

Job Summary

Under general supervision, coordinates, plans, supports, and executes routine to somewhat complex IT projects across the campus, while promoting the understanding of Project Management principles across the IT organization.

Essential Functions

1. Responsible for assembling project team, assigning individual responsibilities, identifying appropriate resources needed, and developing schedules to ensure timely completion of project.
2. Develops detailed work plan and schedules, provides projected cost and personnel estimates, and status reports; ensures adherence to quality standards, reviewing project deliverables, and project tracking and analysis.
3. Manages the integration of vendor tasks; tracks and reviews deliverables related to projects.
4. Defines project scope, objectives and success indicators and manages projects from original concept through final implementation.
5. Develops policies and mandates to support the project and manage risks based on understanding of organizational strategy and goals.
6. Provides guidance to project team and recommends/takes action to direct the analysis and solutions of any problems.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Degree in Computer Science, MIS, Computer Engineering or Business Administration preferred.
Experience (yrs.)	5	Five years of project management experience with a strong understanding of the implementation of the Project Management Life Cycle and industry-accepted PM Methodology. Strong MS Office suite skills and widely-used PM computer-based tools knowledge (MS Project, etc.) and Internet-based management of projects (WBS/Visio, etc.). Experience must show progressively increasing levels of responsibility and accountability.

Substitutions allowed for Education:
Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:
Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge
Indepth knowledge and understanding of discipline specific information technologies. Knowledge of process improvement, cost analysis techniques and public institution purchasing principles, procedures, bid law regulations and standards.

Certification or Licensure Requirements
PM certification preferred.

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, talking, hearing, .

Job occasionally requires standing, walking, reaching, handling objects with hands, and lifting up to 10 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 8/7/2017
