



**JOB INFORMATION**

Job Code	MA07B
Job Description Title	Mgr II, Info Tech Project
Pay Grade	FM16
Range Minimum	\$59,700
33rd %	\$73,630
Range Midpoint	\$80,590
67th %	\$87,550
Range Maximum	\$101,480
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	10/5/2018

**JOB FAMILY AND FUNCTION**

Job Family:	Facilities, Maintenance, & Operations
Job Function:	Facilities Services

**JOB SUMMARY**

Manages IT or telecommunications projects to insure installations are compliant, secure and satisfy the needs of University staff and end-users.

**RESPONSIBILITIES**

- Manages and/or implements projects and design solutions for multiple information technology areas.
- Consults with managers to identify needs and writes bid documents for the installation of telecommunications or computer infrastructure.
- Reviews specifications, blueprints or other plans to ensure installations are technically correct and compliant with regulations, codes and internal/industry standards.
- Conducts job site surveys or construction site visits, interacting with contractors, engineers, and architects, reviewing job installations.
- Provides administrative oversight of projects including cost-tracking, budgetary projections and estimates, and submittal of billing information.
- Reviews vendor products for evaluation of suitability, reading industry literature on technical parameters, and meeting with vendors.
- Interacts with University staff on telecommunications-related issues.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

**SUPERVISORY RESPONSIBILITIES**

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

**To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.**

## MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
High School	High School diploma and certification as a Registered Communications Distribution Designer	and	8 years of	Experience in project management	Or
Bachelor's Degree	Degree in Computer Engineering, Computer Science, Information Systems, or related field.	and	4 years of	Experience in project management	

Substitutions Allowed for Experience  Yes

*Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.*

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Possesses and applies comprehensive knowledge of particular field of specialization to the completion of significant assignments.  And

Has well-developed leadership qualities.  And

Crosses fields.

## MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired
RCDD - Registered Communications Distribution Designer	If an employee does not have a bachelor's degree: a certification as a Registered Communications Distribution Designer.	Upon Hire	Required

## PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:  Other

## PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting				X		
Lifting			X			
Climbing				X		
Stooping/ Kneeling/ Crouching				X		
Reaching				X		
Talking				X		
Hearing				X		
Repetitive Motions	X					
Eye/Hand/Foot Coordination				X		

## WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
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### **Vision Requirements:**

Ability to see information in print and/or electronically.