



## DALLAS COUNTY JOB DESCRIPTION

<b>Job Title:</b>	Project Manager – IT Services	<b>Job Code:</b>	7056600	<b>Job Grade:</b>	LM
<b>Reports To:</b>	Assistant Chief Program Management	<b>Pos. No:</b>	TBD	<b>FLSA Code:</b>	E
<b>Department:</b>	Information Technology Services	<b>Loc. Code:</b>	2010001	<b>SIC Code:</b>	9311
				<b>WC Code:</b>	8810
<b>Division:</b>	Program Management	<b>CS Code*:</b>	C	<b>EEO Code:</b>	B01

**Summary of Functions:** Organizes and manages the various phases of information technology program and project management, and leadership in the areas of planning, scheduling, coordinating, and tracking and status reporting of functional and technical tasks in support of ongoing operations, functional and technical enhancements, and periodic upgrades.

**Management Scope:** N/A

<b>Duties and Responsibilities:</b>	<b>% of Time</b>	<b>Essential Non-essential</b>
1. Initiates, plans and manages project resources and budget; assembles project team, assigning individual responsibilities and coordinating activities; develops project schedule and define project milestones; and ensure timely completion and meet deadlines of project.	45	E
2. Monitors the development and modification of software, maintenance of all databases, and conversion and installation of new computer hardware and software.	20	E
3. Provides status reports on a regular basis inclusive of observations on utilization, adherence to project schedules, and other related matters as determined by good industry practice or upon request by the administration.	10	E
4. Serves as liaison between departments, agencies, vendors, contractors, and Commissioners Court to establish and maintain working relationships and seek solutions to technology issues/problems, and ensure compliance with County-wide standards.	10	E
5. Reviews, evaluates and develops recommendations on all technology bid specifications.	10	E
6. Performs other duties as assigned.	05	N

\* *The Code depends on the Department where the position is located and/or funded in accordance with 86-1 of Dallas County Code.*

**Minimum Qualifications:**

Education, Experience and Training:

Education and experience equivalent to a Bachelor's degree from an accredited college or university in Computer Science, Information Technology, Business Administration or in a job related field of study. Five (5) years in an Information Technology environment, which utilizes multiple subsystems, including two (2) years of project leader responsibility.

Special Requirements/Knowledge, Skills & Abilities:

Skilled in the use of standard software applications. Ability to effectively communicate, both verbally and in writing, and establish and maintain effective working relationships with employees, departments and the general public. Skilled with Microsoft Project and Microsoft Visio. Must possess a valid Texas Driver's License, with a good driving record.

Physical/Environmental Requirements:

Standard office environment.

Hay Points/Point Factor:

KH: FII2 350 PS: E3(38%)132 AC: E2S 152 TTL: 634 PTS: KH/PS/AC: 55-21-24 PROFILE: +1

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

Reviewed by Human Resources/Civil Service on

Date 10/2006

Approved by Civil Service Commission on

Date 1/22/07

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. Any percentage of time included on each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.