



DALLAS COUNTY JOB DESCRIPTION

Job Title:	Senior Project Manager IT Services	Job Code:	80210	Job Grade:	IT13
Reports To:	Assistant Chief	Pos. No:	Various	FLSA Code:	E
Department:	Information Technology Services	Loc. Code:	2010001	SIC Code:	9211
				WC Code:	8810
Division:		CS Code:*	B	EEO Code:	F01

Summary of Functions: Assist the Assistant Chief with applications systems analysis, development, coordination, implementation, and documentation; conduct systems planning and review computer design applications; coordinate issues between departments, vendors, and contractors; and resolve complex computer and applications related problems.

Management Scope: May supervise professional, paraprofessional, and technical personnel involved in the development of new and/or maintenance and operation of existing information technology systems.

Duties and Responsibilities:	% of Time	Essential Non-essential
1. Manages, from inception to completion, the planning, scheduling, and coordination of technology projects in conjunction with the Assistant Chief; coordinates county and vendor resources to ensure completion within budget; directs applications systems planning and budgeting, and acquisition and acceptance of new equipment for the department; investigates and resolves issues/problems; monitors contractor performance; and ensures user satisfaction.	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 Bachelors degree from an accredited college or university in Computer Science, Information Systems, or a job related field of study. Six (6) years of responsible experience in applications analysis project involving multiple computer subsystems, including four (4) years of project leader responsibility.

Special Requirements/Knowledge, Skills & Abilities:

Ability to understand and follow written and verbal instructions, organize and process work and establish and maintain effective working relationships with employees, departments and the general public. Ability to manage projects and multi-level committee structures; knowledge of systems analysis, development, planning, and documentation methods and standards; database organization, access, and retrieval techniques. Must possess a valid Texas Drivers License and good driving record. Will be required to provide a copy of 10-year driving history. Must maintain a good driving record and remain in compliance with Article II, Subdivision II of Chapter 90 of the Dallas County Code.

“Individuals holding or considered for a position which has, or may have, access to criminal justice databases including the FBI Criminal Justice Information Systems, NCIC/TCIC, et. al., must pass a national fingerprint-based records check prior to placement in such position and may be denied placement in such positions and/or access to such systems. Incumbents must also maintain the ability to pass the records check while in the position or until such time that the Commissioners Court and the County Civil Service Commission deem this position no longer has this requirement.”

Physical/Environmental Requirements:

Standard office environment.

Hay Points/Point Factor:

KH: FII2 350 PS: E4(43%)152 AC: E4C 200 TTL: 702 PTS: KH/PS/AC: 49-22-29 PROFILE: +2

Supervisor Signature _____

Date _____

Reviewed by Human Resources/Civil Service on

Date 04/2006; 10/19/2015

Approved by Civil Service Commission on

Date 05/15/06; 8/19/2013

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. The percentage of time devoted to 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.