

INFORMATION TECHNOLOGY PROJECT COORDINATOR III

NATURE AND VARIETY OF WORK

This is senior professional, technical, and administrative work in planning the implementation of information systems for assigned County departments. Incumbent provides information technology solutions to county departments. Assignments extend to providing recommendations to the user agencies; project planning through completion; troubleshooting problems of a technical and administrative nature to ensure smooth operations; coordinating project and process performance and development. Work is performed under general supervision of a higher level Information Technology Project Coordinator or supervisor, while exercising a high degree of independence and is evaluated through conferences, reports, and the effectiveness with which departmental objectives are met.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Compiles and submits project status reports, manages meetings, and coordinates schedules and the resolution of technical problems.

Ensures information technology activities are in compliance with policies and procedures.

Recommends the replacement of obsolete technology and the automation of manual processes.

Studies and evaluates existing or proposed information technology systems.

Conducts research and analysis to support the development and implementation of information technology business solutions.

Writes business cases for proposed projects to include feasibility, cost benefit justification, and functional requirements.

Coordinates project deliverables and multiple and conflicting priorities to ensure successful completion within time, budget, and scope constraints.

Assists in the development of information technology strategic plans.

Coordinates meetings with agencies to assess and resolve technical and administrative system problems.

Partners with neighboring jurisdictions and vendors to analyze and evaluate new or existing equipment technology.

Writes operational instructions and procedure manuals.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Detailed knowledge of project management practices and business analysis.

Detailed knowledge of project management software.

Detailed knowledge of the capabilities and requirements of various information technology systems, hardware, software, and technology.

Knowledge of County policies and procedures governing information technology.

Knowledge of various information technology disciplines, i.e., networking, security, and telecommunications.

Ability to communicate effectively, both orally and in writing with internal and external customers.

Ability to demonstrate excellence in customer service.

Ability to work independently and as a member of a team.

MINIMUM QUALIFICATIONS

Bachelor's Degree in information technology, business or public administration or a closely related field, plus at least two (2) year of information technology experience; or an equivalent combination of education, training, and experience.