

## INFORMATION TECHNOLOGY PROJECT COORDINATOR IV

### NATURE AND VARIETY OF WORK

This is principal level professional, technical, and administrative work in planning, executing, and finalizing information system projects. Incumbent provides information technology solutions to county departments. Such technical positions may lead/ coordinate subordinate positions or project staff. Assignments extend to providing technical recommendations to the user agencies; project planning through completion; troubleshooting problems of a technical and administrative nature to ensure smooth operations; managing and evaluating project and process performance and development; and long-range planning. Work is performed under general administrative direction from a designated 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)

Plans, schedules, and supervises project work and performance of professional, paraprofessional, technical, and clerical personnel.

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

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

Develops full scale project plans and prepares and submits scheduled reports summarizing project activities.

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

Plans and schedules project timelines and milestones using project management tools.

Identifies and manages project dependencies and critical path.

Ensures successful project completion within time, budget and scope constraints, by managing resources, deliverables, and multiple and conflicting priorities.

Drafts and submits project budget proposals, and recommends subsequent budget changes where necessary.

Drafts and submits short-term (12–18 months) and long-term (three to five years) information technology strategic plans.

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

Coordinates various information technology programs within the county with other local, state, and federal government agencies.

Recommends practices, processes, and procedures that reflect project management best practices.

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

Thorough knowledge of project management practices and business analysis.

Thorough knowledge of project management software.

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

Knowledge of county policies and procedures governing information technology.

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

Ability to conform to shifting priorities, demands, and timelines.

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

Ability to work with team members who come from diverse disciplines.

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

Ability to demonstrate excellence in customer service.

**MINIMUM QUALIFICATIONS**

Bachelor's Degree in information technology, business or public administration or a closely related field, plus at least three (3) years of information technology experience, in which at least one (1) year must have involved lead/supervisory duties; or an equivalent combination of education, training, and experience.