

Sam Houston State University Human Resources

Staff Classification Description – Information Technology Project Manager I

Skill Category: Tech/Para-Professional
Position (Employee) Class: 4N997 (N1)
Grade: 16
Date: 11/2014

Department: Enterprise Services

Educational & Experience Requirement: Bachelor's degree in technology, business or other related field. One year experience in a professional environment or equivalent in a related project area. Basic knowledge of IT systems, software, and infrastructure preferred. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position: Performs intermediate project coordination as well as project analysis, documentation and planning that ensures University practices comply with all policy and regulatory guidelines.

Supervision Given & Received: Works under general supervision and will plan, assign, and supervise the work of other professional, technical and student staff.

Primary Responsibilities: Manages, develops, oversees, and evaluates small and lower priority projects utilizing the project management methodologies defined. In conjunction with the project management office team, defines, implements and communicates campus project management methodology, project lifecycle documentation, and best practices to project teams and stakeholders that are consistent with state and campus guidelines. Develops training materials for use by project teams and university stakeholders. Facilitates the initiation, authorization and commitment of projects, and helps demonstrate business need and project feasibility. Develops criteria for evaluating programs, proposals, and other pertinent information related to project assignments, and reviews and recommends proposals and bids to management. Develops basic project budgets, schedules, work plans, resources requirements, risk assessments, cost estimates and projections. Monitors and manages project costs to ensure project is completed within budget, and ensures project deliverables are acceptable and fulfill the terms of the project contract or specifications. Compiles and distributes project information, project status reports, and project budget expenditures. As a member of the project management office team, prepares project dashboard presentations for the management team, and provides variance explanations and root causes for deviations to budget and schedule. Recommends strategies to solve key project issues, and solutions for best possible project outcomes. Manages project teams consisting of executive and professional staff. Gathers specifications for Information Technology related projects. Communicates with people who are not in Information Technology, receives information on what is needed, translates information into Information Technology terminology, and guides people to ensure needs are met. Performs other related duties as assigned.

Other Specifications: Professional communication and presentation skills are required. Experience with project management tools (e.g., Microsoft Project, Primavera) preferred. Must be able to work collaboratively with faculty and staff in diverse disciplines toward the goal of project management success. Requires the ability to interpret and apply complex directives and policies to multiple functional areas. Duties require a moderate level of critical judgment and a high level of initiative.

This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.

Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.

Sam Houston State University is Committed to Equal Opportunity in Employment and Education.