City of Tempe

INFORMATION TECHNOLOGY PROJECT MANAGER

JOB CLASSIFICATION INFORMATION

Job Code:	416	*Department:*	Information Technology
Supervision Level:	Non-Supervisor	*State Retirement Group:*	ASRS
Status:	Classified	*Market Group:*	IT Project Manager
Safety Sensitive / Drug Screen:	No	*Physical:*	No
Initial Probation:	1 year		
Click here for more job classification information including current salary range.			

REPORTING RELATIONSHIPS

Receives supervision from the Information Technology Supervisor or other higher-level Information Technology management staff.

MINIMUM QUALIFICATIONS

Experience:	Three (3) years of experience in IT project management and / or IT business analysis which includes taking projects from the initiation phase through to completion.
Education:	Equivalent to a bachelor's degree from an accredited college or university with major course work in computer science or a degree related to the core functions of this position.
License / Certification:	Possession of, or required to obtain within twelve (12) months of hire, a certification as a Project Management Professional from the Project Management Institute.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To perform a variety of professional level administrative and technical work in managing the planning, design and implementation of Information Technology projects throughout the City.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Plan, direct and lead IT projects, and project teams from initiation through implementation and delivery of desired outcomes; this includes the management of scope and schedule.
- Lead, align and elicit requirements gathering process according to policy.
- Promotes and adheres to the City's adopted IT project management methodology, tools and documented policies and processes.
- Manage project schedule, costs, quality, resources, change requests, risks and issues to ensure maximum benefits are achieved.
- Ensure that all sponsors and stakeholders are kept aware of each project's progress and pertinent information through various communications channels.
- Create and execute an appropriate communication plan for each managed project.
- Monitor time and dollar expenditures to ensure projects and budgets meet established targets.
- Evaluate and make recommendations for needed training.
- Prepare progress, project status and problem resolution reports following adopted processes.
- Participate in the preparation and analysis of bid invitations and requests for proposals for IT related services and / or solutions.
- Manage the resolution of procedural, operational and other project-related risks and issues.
- Lead meetings including the project team, stakeholders and IT management.
- Consult with other IT staff to manage risks, resolve issues, develop strategies, and maximize efficiencies with IT solutions.
- Attend meetings and conferences including training seminars and professional meetings.
- Perform related duties as assigned.

COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
For more information about the City of Tempe's competencies for all classifications: [City of Tempe, AZ : Competencies](#)		

JOB DESCRIPTION HISTORY
Effective February 2000
Effective December 1999
Revised November 2001 (range adjustment)
Revised November 2007 (title change)
Revised December 2010 (Format change only)
Revised September 2015 (job description changes)
Revised May 2019 (update job duties & responsibilities, Physical Demands & Work Environment)

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Job Title: IT Project Manager	Job Code: 416

VEHICLE OPERATION	YES	NO
Will this position drive a City vehicle?	X	
Will this vehicle require a Commercial Drivers License?		X

	Never	Occas.	Freq.	Contin.
	0% of time	1-35% of time	36-65% of time	66-100% of time

WORK WITH OR EXPOSURE TO THE FOLLOWING	Never	Occas.	Freq.	Contin.
Machinery*	X			
Electrical*	X			
Power Tools*	X			
Hand Tools*	X			
Personal Protective Equipment*	X			
Computer Software				X
Fumes	X			
Chemicals	X			

ENVIRONMENT	Never	Occas.	Freq.	Contin.
Indoors				X
Outdoors		X		
Working in or around water	X			
Extreme Heat	X			
Extreme Cold	X			
Office Setting				X
Confined Spaces	X			
Excessive Noise**	X			
Heights	X			
Sewage Exposure	X			
Bodily Fluid Exposure	X			

ENDURANCE	Never	Occas.	Freq.	Contin.
Sit				X
Stationary / Stand		X		
Traverse / Move		X		

VISION REQUIREMENTS	YES	NO
Close (clear vision at 20 inches or less)		X
Distance (clear vision at 20 feet or more)		X
Color (ability to identify and distinguish colors)		X
Depth Perception (three-dimensional vision, ability to judge distances and spatial relationships)		X
Peripheral (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)		X
Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)		X
No Special Vision Requirements		X

Maximum LIFT / CARRY	Lift	Carry
5-25lbs	X	X
26-50lbs		
51-75lbs		
76-100lbs		

Maximum PUSH / PULL	Push	Pull
5-25lbs	X	X
26-50lbs		
51-75lbs		
76-100lbs		

MOVEMENT	YES	NO
Bend / Stoop / Twist		X
Crouch / Squat		X
Kneel / Crawl		X
Above Shoulder Level		X
Below Shoulder Level		X
Repetitive Arm Use	X	
Repetitive Wrist Use	X	
Repetitive Hand Use	X	
Neck Range of Motion	X	
Climb Stairs / Ladders		X
Traverse Uneven Surface		X
Traverse Even Surface		X

ADDITIONAL CONSIDERATIONS:

*DEFINITIONS/EXAMPLES

Machinery: bucket truck, riding mowers, backhoe etc.

Electrical: wiring, outlets, fuses etc.

Power Tools: push mowers, jackhammers, drills, chainsaw etc.

Hand Tools: hammers, wrenches, shovels, wheel barrels, saws etc.

Personal Protective Equipment: respirators, Tyvek coveralls, hard hats, fall protection harness etc.

*** Hearing test is required**