

# JOB DESCRIPTION



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**Position Title:** Technology Project Manager

**Department:** Technology Services

**Employment Category:** Administrative Staff

**Primary Location:** District-wide  
Based on the Sierra Vista Campus

**FLSA Classification:** Exempt  
**Remote Work Eligible:** No

**Parameters:** Full-time; 12 months/year

**Pay Grade:** AS13

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**Position Summary:** The Technology Project Manager is responsible for managing technology services projects and coordinating project team members, collaborating with other departments, and ensuring resources are in place to achieve project benchmarks and completion.

**Essential Functions:** As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

**Duties and Responsibilities:** Within the scope of college policies and procedures, this position:

Manages technology services related projects including project request submissions, review, approval, implementation and completion of projects in coordination with other college departments and stakeholders

Works with project requestors, stakeholders, consultants, suppliers, and technology services to develop and or gather project requirements, specifications and resources; submit project requests; review and analyze requests, prioritize projects; identify and obtain resources and materials; schedule and facilitate meetings; helps in development and management of project budgets; identify, review and select vendors or consultants to meet project needs; assigns project duties and responsibilities and spans of authority to project personnel

Works with compliance subject matter experts to assure that applicable compliance requirements are identified and included in all projects

Assigns individual and team responsibilities while monitoring team member performance; reviews and responds to changes in project scope, resources or required deliverables; plans, develops, prepares and disseminates project communications; produces project reports; assures project documentation is completed and accurate

Performs other related duties as assigned

**General Expectations:** Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

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## **Education and Experience Requirements:**

Bachelor's degree in a technology-related discipline or project management degree or related field from a regionally accredited institution of higher learning recognized by the US Department of Education  
Four years related experience

*An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities has been achieved may be considered.*

## **Knowledge, Skills and Abilities:**

Knowledge of and ability to follow college policies and procedures  
Knowledge of current information technologies and word processing, database, presentation, and spreadsheet software, specifically Microsoft Office applications and Google Apps  
Knowledge of computer operating systems with basic understanding of networks  
Knowledge of project management methodologies and the respective execution phases including project monitoring and issue resolution  
Knowledge of supervisory principles, practices and techniques  
Skill using project management tools, such as Gantt charts, PERT charts, MS Project, and Visio  
Skill in supervisory practices and techniques  
Skill in coordinating and prioritizing competing demands  
Skill in developing and documenting workflows and timelines  
Ability to communicate effectively, verbally and in writing, and to relate to others in a professional manner  
Ability to relate to a diverse population and to maintain composure when faced with difficult situations  
Ability to multi-task and organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail  
Ability to work independently while contributing to team environment  
Ability to analyze problems, identify solutions, and take appropriate action to resolve problems using independent judgment and decision-making processes  
Ability to establish and maintain effective working relationships with other department staff, faculty, students and the public

**Work Environment:** Work is primarily performed under general supervision. Incumbent generally performs work in a typical office setting with appropriate climate controls.

**Physical Requirements:** Essential functions of this position require: lifting, manual dexterity, ability to communicate.

**Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting majority of time; walking and standing are required only occasionally and all other sedentary criteria are met

**Mental Application:** Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem-solving skills are important

## **Reports to:** Chief Information Officer

**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.