

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Enterprise Information Technology Project Manager I  
Code: 19810  
Salary Grade: 62  
FLSA Status: Exempt  
Department/Division: Project Management Office/University Technology Solutions  
Reports To: Based on organization structure

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## *Summary*

### Function:

Under general supervision, responsible for coordinating the activities associated with small to medium information technology projects and/or managing a subset of activities for larger projects. Participates in project planning, requirements definition, analysis, implementation and development of risk mitigation strategies to ensure the quality of a project through testing and validation activities.

### Scope:

Responsible for coordinating project development and implementation, controlling time schedules and communicating with clients.

## *Duties*

### Typical:

1. Executes and manages multiple projects and related activities throughout the life of a project.
2. May lead team members/contractors and participate in procurement activities related to the project(s) to achieve project objectives and customer requirements.
3. Manages and controls project activities in accordance with plans and schedules while making adjustments to improve project flow including the negotiation and adjustment of resources.
4. Facilitates project flow by ensuring team members are aware of tasks and expected deliverables while motivating team and building commitment to objectives and tasks.
5. Partners with project sponsors, senior leaders and key stakeholders to develop requests into proposals for prioritization.
6. Develops tasking statements and statements of work for projects or portions of plans such as training, testing, and communication plans.
7. Analyzes business processes, information technology processes and system functionality to determine gaps and process inefficiencies.
8. Performs other duties as assigned.

Periodic:

1. Assists with special projects as needed.

***Education***

<b>Required</b>	<b>Preferred</b>
Bachelor's degree from an accredited institution in Computer Science or related field.	N/A

***Other Requirements***

<b>Required</b>	<b>Preferred</b>
Sound knowledge, skills and abilities with project management tools and methodologies.	Proficiency with PeopleSoft ERP systems and data warehouse systems. Project Management Professional (PMP) Certification.
Skilled in multiple systems which include purchased packages, SAAS, complex relational database systems and web based systems.	
Strong attention to detail and ability to rapidly isolate and solve computer or application system problems.	
Self-motivated and result oriented; takes ownership for deliverables and deadlines while keeping team members focused and on-tasks.	
Extensive knowledge of relevant project management software and all Microsoft Office supporting products.	
Ability to work collaboratively on projects or in work group and improve workflows.	
Demonstrated skills in handling multiple projects under strict deadlines.	
Strong verbal and written communication skills.	

***Experience***

<b>Required</b>	<b>Preferred</b>
Three years of information technology experience including project implementation or management experience.	Experience successfully managing small projects or phases of a larger project.

***Equipment***

<b>Required</b>	<b>Possible</b>
Personal computer, project equipment and standard office equipment.	N/A

***Working Conditions***

<b>Usual</b>	<b>Special</b>
Normal office conditions.	Occasional evening and weekend hours.
	Occasional travel may be required.

***Supervision***

<b>Received</b>	<b>Given</b>
General supervision from assigned supervisor.	N/A

***Accuracy***

Proficiency in all phases of the duties performed.
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***Security Sensitive***

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive and thereby subject to the provisions of section 51.215 Texas Education Code.
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***Internal Control***

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.
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