The University of Texas at San Antonio

Job Description

Job Title:	Enterprise Senior Information Technology Project Manager
Code:	19812
Salary Grade:	65
FLSA Status:	Exempt
Department/Division:	Project Management Office/University Technology Solutions
Reports To:	Based on organization structure

Summary

Function:
Under limited supervision, responsible for managing and overseeing complex project(s) involving significant acquisitions, multiple resource implications and consideration of risk tolerance. Initiates, plans, implements and coordinates project activities throughout the life of the project.

Scope:
Responsible for leading the coordination of project development and implementation, controlling time schedules and communicating with clients.

Duties

Typical:
1. Develops project management methodology and templates for use by all project managers within the division.
2. Supervises and provides guidance/mentoring to junior level project managers in the department/division.
3. Executes and manages multiple information technology projects.
4. Manages project activities in accordance with plans and schedules while making adjustments to improve project flow, including the negotiation and adjustment of resources throughout the life of the project(s). 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. Works with departmental leadership and key stakeholders to understand business needs and develops proposals. Responsible for prioritizing projects.
6. Develops detailed project plans, schedules, budgets, resource plans and status reports for moderate to complex information technology projects involving multiple implications (human resources, funding, facilities and equipment), consideration of risk tolerance and impact of parallel tasks, multiple dependencies and interfaces with existing systems.
7. Works with a variety of stakeholders to resource the project and

coordinates/facilitates communication across multiple stakeholders, sponsors and executives.
8. Leads project staff in analyzing business processes, information technology processes and system functionality to determine gaps and process inefficiencies.
9. Facilitates solutions to close gaps, solve problems and improve processes while watching for trends in determining root cause.
10. Ensures adherence to quality standards, reviews project deliverables and maintains/improves project management methodologies and tools.
11. Conducts project plan reviews for projects managed by others.
12. Coaches and develops other employees; may supervise project managers and others.
13. Performs other duties as assigned.

Periodic:
1. Assists with special projects as needed.

Education

Required	Preferred
Bachelor's degree from an accredited institution in Computer Science or related field.	Master's degree from an accredited institution in Computer Science or related field.
Project Management Institute (PMI) Certification.	Six Sigma Certification.
Project Management Professional (PMP) Certification.	Agile/ScrumMaster Certification.
	IT Infrastructure Library (ITIL) Certification.

Other Requirements

Required	Preferred
Sound program management, project management, IT governance and portfolio management knowledge, skills and abilities.	Proficiency with SIS and ERP systems and data warehouse systems.
Ability to read and interpret complex information and clearly present information to non-technical users.	
Skilled in facilitating and managing product and software evaluations, RFPs, contracting and procurement.	
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 facilitate isolate and solve computer or application system problems.	

Self-directed and result oriented; takes ownership for deliverables and deadlines while collaboratively keeping team members focused and on-tasks.	
Extensive knowledge of relevant project management software and all Microsoft Office supporting products.	
Strong verbal and written communication skills.	

Experience

Required	Preferred
Ten years of information technology experience including project implementation or management experience.	Project Management Office experience (PMO).
Five years of project management experience to include experience leading others to project completion and meeting initiative goals.	

Equipment

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

Working Conditions

Usual	Special
Usual office environment.	May require frequent travel to multiple university owned campuses and leased spaces.
	Occasional travel may be required.

Supervision

Received	Given
Under limited supervision, determines own work methods and solves problems utilizing technical and specialized knowledge and experience.	May supervise assigned staff and/or student workers.

Accuracy

Proficiency in all phases of the duties performed.

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.

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.