The University of Texas at San Antonio

Job Description

Job Title:	Enterprise Information Technology Project Manager II
Code:	19813
Salary Grade:	64
FLSA Status:	Exempt
Department/Division:	Project Management Office/University Technology Solutions
Reports To:	Based on organization structure

Summary

> Function:
> Under general supervision, responsible for initiating, leading, planning, implementing and coordinating activities of a project or multiple projects involving moderately complex consideration of risk and impact on systems, multiple interfaces and interdependencies to other systems.
>
> 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. Leads software search activities and procurement activities related to assigned project(s). May lead team members/contractors 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 detailed project plans, schedules, budgets, staffing plans and risk management plans for moderately complex information technology projects and works with a variety of stakeholders to resource the project.
> 7. Analyzes business processes, information technology processes and system functionality to determine gaps and process inefficiencies.
> 8. Facilitates solutions to close gaps, solve problems and improve processes while watching for trends in determining root cause.
> 9. Performs other duties as assigned.
>
> Periodic:
> - Mentors other project managers and staff.

- Assists with special projects as needed.

Education

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

Other Requirements

Required	Preferred
Skilled in facilitating and managing product and software evaluations, RFPs, contracting and procurements.	Proficiency with SIS and ERP systems, and data warehouse systems.
Sound knowledge, skills and abilities with project management tools and methodologies.	Agile/ScrumMaster Certification.
Skilled in multiple systems which include purchased packages, SAAS, complex relational database systems and web based systems.	IT Infrastructure Library (ITIL) Certification.
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 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.	
Project Management Institute (PMI) Certification.	
Project Management Professional (PMP) Certification.	

Experience

Required	Preferred
Five years of information technology experience including managing various types of system projects.	N/A

Equipment

Required	Possible
Personal computer, project equipment and standard office equipment.	NA

Working Conditions

Usual	Special
Normal office conditions.	Occasional evening and weekend hours.
	Occasional travel may be required.

Supervision

Received	Given
General supervision from assigned supervisor, determines own work methods and solves problems utilizing technical and specialized knowledge and experience.	N/A

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.