

City of Fort Worth, Texas Job Description

Classification Title	IT Project Consultant		
Job Code:	PR1800	Job Family:	Professional
Pay Grade	711	Date Reviewed:	07/13/15
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Performs duties associated with managing large-scale customer projects or more than one customer project at a time. Manages vendors and technical staff for a defined project; develops project timelines, action items and Gantt charts; and ensures project implementation success.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Develops project plans including timelines, action items and Gantt/PERT charts. Plans, directs and coordinates activities of the IT organization and business technology projects; and ensures goals and objectives are accomplished within time frames and funding parameters.
2. Develops alternative methods of addressing project implementation to ensure success. Develops contingency plans for projects.
3. Collaborates with IT and business unit leaders; reviews project proposals or plans to determine time frame and funding limitations; and manages internal and external resources.
4. Establishes work plan for project. Identifies and schedules project deliverables, milestones and required tasks; defines project objectives, scope and level of effort; identifies methods and tools required for project; and assigns duties.
5. Selects and manages vendors, consultants and contractor employees as required.
6. Manages IT Solutions technical staff assigned to project team. Monitors project activities; works with assigned user community; and translates needs into system requirements and design specifications.
7. Manages project budgets and other resources; resolves issues with customers' reviews status reports; and escalates project issues, including timing, budget, resources and scope to upper management.
8. Coordinates with customers and involves customer management in project planning and execution.
9. Writes reports and provides analyses and presentations as required.
10. Performs other related duties as required.

11. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**

- Project management practices, methodologies and techniques.
- Operational characteristics, services and activities of a comprehensive information systems and services program.
- Various information systems, hardware and software capabilities relevant to assigned information systems and services division.
- Mainframe, personal computer, and information server operations.
- Computer-aided drafting, cartography, and geographic information systems, if applicable.
- Database support tools and methods.
- Large scale computer and mainframe operations.
- Principles and practices of program development and administration.
- Principles and practices of municipal budget preparation and administration.
- City of Fort Worth purchasing and procurement policies.
- Pertinent Federal, State and local laws, codes and regulations.

- **Skill in:**

- Computers and applicable software.
- Organization and time management.
- Prioritization.
- Project management.
- Interpersonal relations.
- Analysis, problem solving and conceptualization.
- Customer service.

- **Ability to:**

- Communicate clearly and effectively, both orally and in writing.
- Oversee and participate in the management of a comprehensive information systems and services program.
- Operate assigned computer equipment.
- Analyze and solve computer problems and difficulties related to assigned division.
- Monitor equipment to ensure correct operational functions and capabilities.
- Mentor, coach and motivate others.
- Participate in the development and administration of division goals, objectives and procedures.
- Prepare and administer large program budgets.
- Translate customer business processes to design diagram.
- Prepare clear and concise administrative and financial reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support goals.

- Research, analyze and evaluate new information technology methods and techniques.
- Interpret and apply Federal, State and local policies, laws and regulations.
- Make presentations regarding project to all levels of management.
- Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Bachelor's degree from an accredited college or university with major course work in Computer Science, Management Information Systems, Business or a related information technology field and five years of professional experience, with four years of increasingly responsible experience in the management of work teams and projects including the use of project management tools.

OTHER REQUIREMENTS

Valid Texas Driver's License.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.