

City of Fort Worth, Texas

Job Description

Classification Title	IT Solutions Project Coordinator I		
Job Code:	PR5840	Job Family:	Professional
Pay Grade	706	Date Reviewed:	01/23/2024
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

The IT Solutions Project Coordinator I is responsible for the coordination of small-sized projects and duties that include, but are not limited to assembling project teams, managing project resources, and helping coordinate activities with other project managers. IT Solutions Project Coordinator I will work with Project Managers and Senior Management staff to ensure tasks are documented properly in project plans, resources are assigned, and status reports are delivered.

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. Maintains project documentation such as project charters, project schedules, project change requests, project status reports, and issues logs.
2. Coordinates and communicates tasks to IT Solutions and departmental technical staff assigned to project teams.
3. Assists Project Managers and Senior Managers in researching outstanding invoices and purchase orders for project financials.
4. Documents test planning results during the TEST phase of projects to ensure requirements are remediated and approved.
5. Work closely with the business analyst to create business process diagrams for the project.
6. Communicates with all stakeholders to provide timely and accurate information.
7. Schedules vendor demonstrations for RFP's.
8. Provides milestone reports to PMs and KPI statistics to the portfolio management group.
9. Performs other related duties as required.
10. 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:**
 - Principles, practices, and procedures of particular field of specialization.
 - Project management practices.

- Entry level experience in the field of Information Technology that includes basic knowledge of desktops, servers, some security principles, and high-level application principles.
 - General understanding of budget preparation and reconciliation.
 - Exposure to procurement mechanisms such as RFP's, RFI's, and RFQ's.
- **Skill in:**
 - Project management tools.
 - Assisting Project Managers with timelines, tasks and resources.
 - Microsoft Office Suite of Products.
 - Managing small projects and resources.
 - Strong organizational and multi-tasking skills
 - Establish and maintain effective working relationships.
 - Understanding and translating customer business needs into written requirements.
 - Skilled in the storage of project documentation and technical documentation for knowledge bases.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Input project status updates
 - Coordinate specific phases of projects
 - Track small-scale budgets
 - Translate customer business processes into design diagrams.
 - Tracks timelines and looks for project change request opportunities.
 - 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 field information technology field and no experience required.

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.