City of Fort Worth, Texas
Job Description

Classification Title	Senior IT Solutions Project Manager		
Job Code:	MG1831	Job Family:	Management
Pay Grade	712	Date Reviewed:	01/26/2024
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

The IT Solutions Senior Project Manager has experience and expertise in facilitating projects across a broad spectrum of disciplines and applications; be adaptable and flexible to any technologies being implemented; integrate experience and industry expertise into managing projects to include business value in multiple areas such as procurements, project planning, managing issues and conflicts and budgeting. Diplomacy and leadership skills are required in order to guide and influence others on the project team especially colleagues and external customers.

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. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, make hiring, termination, and disciplinary decisions or recommendations.

2. Manages complex, enterprise-wide projects involving multiple departments simultaneously.

3. Mentors and provides guidance and knowledge transfer to project managers and project coordinators to help develop their skills to manage larger, complex projects.

4. Ensures stakeholders are engaged in the project and that they are consistently updated with the project status and deliverables.

5. Provides portfolio management assistance of projects within the IT Solutions department.

6. Facilitates and documents the customer's business, functional and technical requirements for projects and ensures these are implemented, tested and functioning throughout the deployment and closeout of the project.

7. Exercises a clear understanding of project financials and manages the financials of projects by monitoring pre-encumbrances, encumbrances, purchase orders and invoices.

8. Engages and facilitates test plans, testing and monitoring of the results of the testing.

9. 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, methodologies and techniques.
  - Understanding of Agile methodology.
  - Extensive experience in the field of Information Technology that includes basic knowledge of desktops, servers, some security principles and high-level application principles.
  - Principles and practices of budget preparation and reconciliation.
  - Versed in the development of statement of works, scope definition and work breakdown structures.
  - Business analysis concepts.
  - Understanding of procurement documents such as RFP's, RFI's, RFQ's, Purchase Orders, invoices and requisitions.

- **Skill in:**
  - Project management tools such as PPM Pro, Microsoft Project and Smartsheet
  - Microsoft Office Suite of Products
  - Managing large enterprise-wide projects with multiple departments and numerous stakeholders.
  - Interpersonal relationships and team building
  - Leading and mentoring project managers and project coordinators
  - Business Analysis, process mapping, and problem solving.
  - Analyzing and understanding customers business needs in order to transform these into requirements for new systems.
  - Skilled in working independently or as part of a team in delivering excellent customer service.

- **Ability to:**
  - Provide analytical business resources to obtain an understanding of the customer's business processes and needs.
  - Communicate clearly and effectively, both orally and in writing.
  - Manage projects, tasks, resources effectively for successful results.
  - Mentor, coach and motivate others.
  - Participate in the development and administration of divisional goals, objectives and procedures.
  - Foster and implement new innovative ideas to the PMO team
  - Prepare and manage medium to large-size project budgets.
  - Translate customer business needs into processes and design diagrams.
  - Prepare clear and concise administrative, professional and financial presentations.
  - Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support goals.
  - Research, analyze and evaluate new information technology.

- ➢ Interpret and apply Federal, State and Local policies, laws and regulations.
- ➢ Make professional presentations 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 field information technology field and seven years of professional experience, with six years of increasingly responsible experience in the management of project teams and the use of project management tools.

OTHER REQUIREMENTS

Valid Texas driver's license.

A Project Management Professional (PMP) certificate from Project Management Institute (PMI) or similar organization is required.

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.