



CLASSIFICATION DESCRIPTION

TITLE: IT PROJECT MANAGER (BROADBAND) JOB CODE: 17 (Exempt)

GENERAL DESCRIPTION OF DUTIES

Under administrative direction, the purpose of the position is to oversee and manage the City's IT Enterprise Assets, including the City's Fiber Optic Network and Wireless Communication Facilities. The IT Project Manager will drive multiple projects from inception to successful deployment and ensure integration with other IT systems and City functions. Employees in this classification perform at a professional level, and are responsible for managing the project development, design, installation, and contract administration activities in support of the implementation of the City's key IT initiatives and our technology road map.

SPECIFIC DUTIES AND RESPONSIBILITIES

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Performs complex administrative and information technology support work in the design, installation, planning and management of the City's IT Enterprise Assets, including the City's Fiber Optic Network and Wireless Communication Facilities.
- Facilitates all phases of the project management process including scheduling and conducting project meetings, communicating assignments and expectations to project team members and tracking completion of project deliverables to ensure quality and integrity of all project-related products.
- Oversees the formulation of project objectives and system development requirements.
- Communicates project information to stakeholders, create presentations, review and edit project deliverables and maintain the project information repository.
- Participates directly in project developments and ensures that assigned projects are effectively planned and well-organized.
- Resolve project conflicts, identify resource requirements and align the project team on project scope, schedule, and budget.
- Analyzes the impact of the information as it relates to structure, management techniques and user relationships.

- Follows established project management methodologies, utilizes necessary software resources and documentation to execute and control large-scale cross-functional project implementations.
- Develops plans for testing and implementing systems and monitors those processes to ensure desired results are achieved.
- Employ analytical abilities, team building and motivation skills to help organize resources, work under tight deadlines, manage simultaneously occurring tasks and shifting priorities, control project change and generate maximum team performance.
- Manages consultants in the development of projects; reviews and verifies consultants' invoices and recommends approval for payment; review consultants' plans and specifications at various stages of development for conformance to budget funding, program and design standards, completeness and accuracy; suggests changes, additions and corrections; monitors consultants' costs estimates and schedules.
- Defines consultant scope of service, reviews and evaluates proposals to perform task; authorizes or recommends approval as appropriate.
- Reviews preparation of technical proposals by consultants; assists in the review of in progress and final plans and specifications for completeness prior to public advertisement for bid.
- Monitors project progress; consults with contractor representatives, field personnel, engineers and consultants to evaluate project progress to ensure compliance with the plans, standards, specifications, special requirements, codes and regulations are met.
- Develops, implements and monitors project budgets; ensures all functions and programs under charge are performed within established budgetary parameters, to include performing cost control activities, monitoring revenues & expenditures and ensuring sound fiscal control.
- Maintains open communication with the general public, vendors, City personnel for the dissemination of information.
- Performs related duties as directed.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's Degree with a major in Computer Science, Business Management, Public Administration, Accounting or Engineering or related field; supplemented by five (5) years progressively responsible professional experience in managing technology infrastructure projects; or an equivalent combination of education, training and experience.

LICENSES, CERTIFICATIONS OR REGISTRATIONS

Must possess and maintain a valid Florida Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to implement project management processes, methodologies, and best practices to ensure assigned projects are delivered on time, within budget, adhere to high quality standards, and meet customer expectations.
- Knowledge of project management approaches and tools; Expertise in software development life-cycle principles and methodologies.
- Ability to assemble project plans and teamwork assignments, direct and monitor work efforts on a daily basis, identify resource needs, perform quality review; and escalate functional, quality, time-line issues appropriately.
- Proven analytical skills and the ability to distill and simplify complex concepts.
- Ability to influence others to move towards a common goal; Ability to coordinate the activities or tasks of people and/or groups; Experience establishing and working with senior leadership teams
- Significant communication skills – written and verbal; Exceptional active listening skills; Ability to work effectively with all levels of the organization; Ability to produce clear, precise, well-designed communications in a variety of media, including print, electronic and visual formats.
- A high degree of analytical ability and inductive thinking required to solve complex and intricate technology problems. Need to be able to develop new and nonstandard approaches.
- Ability to make effective analytic decisions, including situations with ambiguity and/or uncertainty; Ability to effectively prioritize and execute tasks in a high-pressure environment. Thorough knowledge of all functions relevant to the processing and approval of public construction projects in the respective trade/discipline(s), e.g., plans review, licensing, permitting, and inspections.
- Thorough knowledge of pertinent federal, state and local rules, regulations, ordinances, current codes and other regulatory standards applicable to the work.
- Interpersonal, leadership, planning, management and communications skills; ability to communicate professionally verbally, in writing, and in presentations.
- Skill in researching, compiling, and summarizing statistical data and information materials.
- Ability to establish and maintain effective working relationships and communications with internal and external customers, industry professionals, co-workers and the public.
- Ability to organize work, establish priorities, meet established deadlines, and follow up on assignments with a minimum of direction.

- Ability to interpret a variety of instructions in written, oral, diagram, or schedule form.

PHYSICAL REQUIREMENTS

- While performing the essential functions of this job the employee is regularly required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and lift and/or move up to 25 pounds.
- While performing the essential functions of this position the employee is rarely exposed to disagreeable environmental factors.

The City of Palm Coast, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The City of Palm Coast, Florida will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.