



JOB DESCRIPTION

IT Project Manager

Exempt

Information Technology Department

Immediate Supervisor: IT Services Administrator

Effective Date: July, 2024

I: POSITION PURPOSE

The IT Project Manager is a professional project management position responsible for the supervision, planning and coordinating of a variety of technology related projects and capital projects for the Information Technology Department. This position will also assist in the development and review of RFPs and contracts related to technology projects. A high level of collaboration with IT staff, other departments, and vendors is required. Work is performed under the direction of the IT Services Administrator.

II: ORGANIZATIONAL COMPETENCIES AND CULTURAL VALUES

The **mission** of every employee at the City of Westminster is to deliver exceptional value and quality of life through SPIRIT. Each employee is measured by the ability to adhere to the City’s core values of Service, People, Integrity, Respect, Innovation, and Teamwork.

This position supports the goals of the Information Technology Department, which delivers exceptional value and quality of life through the deployment and support of innovative technologies and SPIRIT.

Every employee is accountable to:

- Demonstrate a high level of customer service; encourage others to focus on the customer; foster an environment where customer service is a priority
- Communicate with customers to ensure that where possible they are satisfied and that their needs are being addressed; solicit and evaluate customer feedback
- Act as an ambassador by understanding and fostering the organization's mission and vision
- Exhibit pride in self, the department, the city, and the community; conduct self in a professional manner
- Demonstrate integrity and build trust through credibility, reliability, commitment, loyalty and ethical behavior
- Address difficult or contentious issues in a constructive manner
- Support/promote change; demonstrate flexibility and takes calculated risks when appropriate
- Participate in personal growth opportunities and attend trainings designed to enhance capacity to bring new skills and ideas to the job and the organization
- Work to continuously improve the efficiency and effectiveness of the service or product being delivered
- Demonstrate support for team efforts by accepting new roles and responsibilities, and helping others achieve objectives
- Value diversity; demonstrate an awareness of differences; demonstrate sensitivity and adapt behaviors and communication to accommodate these differences

III: GENERAL COMPETENCIES

Citywide - Every employee in this position is accountable to:

- Establish effective interpersonal relationships through honest, open communication and follow-through on commitments
- Recognize personal strengths and weaknesses and target areas for personal self-development
- Demonstrate initiative in performing job tasks
- Exhibit problem-solving skills leading to sound judgment and quality decisions
- Achieve goals, handle assigned workload and new assignments effectively; demonstrate an ability to work independently
- Communicate effectively with individuals and groups using clear and concise verbal and written communications
- Demonstrate accountability for work and take ownership in job performance
- Demonstrate concern for the accuracy and quality of work; take steps to correct mistakes and improve the overall product

Job Specific – Every employee in this Job Specific – Every employee in this position must be able to:

- Demonstrate knowledge of technology and City services understanding how such technologies can be leveraged to support organization strategic goals
- Demonstrate knowledge of project management methodologies, practices, and skills in the project management discipline
- Collaborate with surrounding jurisdictions on topics related to project management and technology projects
- Present ideas, data, and reports clearly and concisely both verbally and in written form to IT management, city leadership, management, and outside agencies
- Collaborate with City departments, vendors, IT staff, and other agencies in the planning and execution of technology related projects
- Demonstrate understanding of technology contracts and how they affect projects
- Manage and adhere to schedules and timetables
- Demonstrate knowledge in RFP development and process as it relates to projects

IV: JOB SPECIFIC FUNCTIONS**Essential Job Functions, Duties, Responsibilities and Tasks**

- Manages four to six technology projects at a time
- Reports consistently on progress and obstacles of the Technology Project Portfolio
- Assists the IT Services Administrator in developing and maintaining project management standards for the IT Department
- Trains and coaches IT supervisors in project management to encourage standards
- Assists the IT Services Administrator in defining and maintaining key performance indicators for the continuous improvement of project management in the Department.
- Assists the IT Services Administrator in managing project governance for the IT Department
- Communicates successfully and develops and maintains effective relationships
- Assists the IT Services Administrator in reviewing technology contracts and RFPs
- Prepares effective written communications such as reports, memos, activity logs, etc.
- Demonstrates effective oral communication skills with the representatives from other governmental agencies and other members of the department and city
- Deals with other department members as well as the City and public in a positive collaborative manner
- Effectively uses industry and departmental knowledge, including:
 - Demonstrating working knowledge of department policies, regulations and

- procedures
- Adhering to the Information Technology processes and practices
- Maintaining current knowledge of standards and accepted best practices of technology
- Participating in all required training
- Maintains regular and punctual attendance

Other Duties and Responsibilities

Incumbent is accountable for all duties of this job and other projects and responsibilities may be added at the City's discretion.

V: POSITION REQUIREMENTS

Education, Experience, Skills, Formal Training, Licenses and Certifications

Required:

- Bachelor's degree in Computer Science, Management Information Systems, Business Administration, or related field
- Three years of experience in project management as a project manager
- Three years of experience in the technology field
- Two years of experience in contracts and RFP development
- Excellent verbal and written communication skills

Preferred:

- Any equivalent combination of education, training and experience, which would provide the required knowledge and skills, may be considered.
- PMP or equivalent certification.

Physical Requirements

Work is sedentary in nature and requires sufficient physical stamina and strength for:

- Constant sitting to perform daily tasks; occasional walking through a multilevel facility to retrieve information; frequent standing sometimes for extended periods
- Frequent squatting, reaching above shoulder and twisting to file documents and lift supplies and material; occasional bending, kneeling, climbing, balancing and reaching below shoulder to store documents, material and supplies

Constant light grasp, fine manipulation, and handling to perform daily duties; occasional firm grasp to safely use equipment

VI: WORKING CONDITIONS

Work is constantly performed indoors. This is primarily sedentary office work. Must demonstrate the ability to meet the physical demands of the job including the ability to retrieve information from various locations in the office when needed. Exposure to periods of high activity and high stress under demanding conditions. The position requires a great deal of communication with City employees, vendors, and outside agencies.

Required Materials and Equipment

Personal computers, keyboards, calculators, telephones, audio-video equipment, and standard office equipment. Utilizes electronic connections to off-site locations.

VII: PRE-EMPLOYMENT REQUIREMENTS

- Background checks will include employment references and criminal history and when applicable, Colorado Criminal Justice System background check, credit check, driver's license record, education verification
- Pre-employment drug screen
- Must be legally entitled to work in the United States

