# IT Project Manager I Standard Job Description

**Classification Title:** IT Project Manager I

**FLSA Exemption Status:** Exempt

**Pay Grade:** 73

**Job Description Summary:**

The IT Project Manager I, under general direction, manages and oversees all aspects of small to medium cross-functional technology projects that require specialized expertise to ensure on-time completion and within budget. Responsible for managing the project scope, cost, schedule, internal staffing, vendors, and contractual deliverables. Responsible for developing detailed project plans, monitoring project milestones, generating periodic status reports, evaluating and managing risk.

**Essential Duties and Tasks:**

**30% Small to Medium Project Management**

* Manages and oversees all aspects of small to medium technology projects.
* Develops detailed project plans, monitors project milestones, and generates periodic status reports.
* Manages project scope, cost, schedule, internal staffing, vendors, and contractual deliverables.
* Coordinates project resources and establishes goals for project delivery.
* Applies best practices in vendor selection, contract negotiation, and project lifecycle.
* May manage and supervise project team.

**25% Compliance and Documentation**

* Ensures IT projects meet regulatory requirements and are reported accordingly.
* Maintains accurate documentation for IT projects in accordance with audit requirements.
* Conducts meetings with stakeholders to schedule and coordinate project activities and ensures meeting minutes are stored appropriately.
* Manages project quality control and assurance.

**15% Stakeholder Communication and Risk Management**

* Conducts meetings with stakeholders to schedule and coordinate project activities.
* Independently analyzes, prioritizes, documents, tracks, and communicates project risks, issues, and decisions to project sponsors.
* Analyzes data and produces reports for all stakeholders.

**10% Project Resources Management**

* Coordinates project resources in conjunction with resource holders and other project managers.
* Provides input on designated budgets and tracks timelines, budgets, and deliverables.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* Bachelor’s degree in related field or equivalent combination of education and experience.
* Three years of related experience in information technology project management.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Excellent project management skills.
* Ability to multitask and work cooperatively with others and in a team.
* Strong communication skills.
* Strong knowledge of information technology, including concepts, systems, and methodologies.
* Ability to problem-solve.
* Adaptable and flexible.

**Machines and Equipment:**

* Computer: 30 hours
* Phone: 5 hours

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This role may require working outside of standard office hours, including evenings, weekends, and holidays, to support the demands of technology services and ensure the seamless operation of essential systems.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

**Yes**

**No**

**Does this classification have the ability to work from an alternative work location?**

**Yes**

**No**