# IT Project Manager II Standard Job Description

**Classification Title:** IT Project Manager II

**FLSA Exemption Status:** Exempt

**Pay Grade:** 75

**Job Description Summary:**

The IT Project Manager II, under general direction, manages and leads all aspects of a concurrent small to medium level cross-functional technology project team where the problem and solution are less defined and moderately difficult to achieve. Leads 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% Comprehensive Small to Medium Project Management**

* Manages and leads all aspects of concurrent small to medium-level project teams.
* Leads small to medium technology projects to ensure on-time completion and within budget.
* Manages small to medium projects aligned with business strategies and project management standards.
* Manages the project scope, cost, schedule, internal staffing, vendors, and contractual deliverables.
* Develops detailed small to medium project plans, monitors project milestones, generates periodic status reports, and evaluates and manages risk.
* Establishes goals for project delivery and applies best practices in vendor selection, contract negotiation, and project lifecycle.
* May manage and supervise project team.

**25% Compliance and Documentation**

* Ensures small to medium IT projects meet regulatory requirements and are reported accordingly.
* Maintains accurate documentation for small to medium 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 small to medium project activities.
* Independently analyzes, prioritizes, documents, tracks, and communicates small to medium project risks, issues, and decisions to project sponsors.
* Analyzes data and produces reports for all stakeholders.

**10% Project Resources Management**

* Coordinates small to medium 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.
* Five 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**