# IT Project Manager III Standard Job Description

**Classification Title:** IT Project Manager III

**FLSA Exemption Status:** Exempt

**Pay Grade:** 76

**Job Description Summary:**

The IT Project Manager III, under general direction, manages and leads all aspects of a concurrent medium to large level cross-functional project team where the problem and solution are harder to define and may be 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% Medium to Large Project Management & Leadership**

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

**25% Compliance and Documentation Management**

* Ensures IT projects meet regulatory requirements and are reported accordingly.
* Maintains accurate documentation for medium to large 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 medium to large project quality control and assurance.

**15% Stakeholder Communication and Risk Management**

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

**10% Project Resources Leadership**

* Coordinates medium to large 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.
* Seven years of related experience in information technology project management.

**Required Licenses and Certifications:**

* None

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

* Advanced 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.
* Advanced problem-solving skills.
* 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**