# IT Project Manager IV Standard Job Description

**Classification Title:** IT Project Manager IV

**FLSA Exemption Status:** Exempt

**Pay Grade:** 77

**Job Description Summary:**

The IT Project Manager IV, under general direction, manages and leads all aspects of a concurrent large and highly complex cross-functional project team where the problem and solution are complex to define and may be very difficult to achieve. Leads technology projects that required 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, and evaluating and managing risk.

**Essential Duties and Tasks:**

**30% Comprehensive Project Management & Leadership**

* Manages and leads all aspects of concurrent large and highly complex project teams.
* Leads technology projects to ensure on-time completion and within budget.
* Manages large and complex projects and project portfolios 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 project delivery and applies best practices in vendor selection, contract negotiation, and project lifecycle.
* Manages and supervises the project team.

**25% Compliance and Documentation & Quality Assurance**

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

**15% Stakeholder Communication and Risk Management**

* Conducts meetings with stakeholders to schedule and coordinate large and complex project activities.
* Independently analyzes, prioritizes, documents, tracks, and communicates large and complex project risks, issues, and decisions to project sponsors.
* Analyzes data and produces reports for all stakeholders.
* Develops detailed project plans, monitors project milestones, generates periodic status reports, evaluates and manages risk.

**10% Project Resources Leadership and Innovation**

* Coordinates large and complex project resources in conjunction with resource holders and other project managers.
* Provides input on designated budgets and tracks timelines, budgets, and deliverables.
* Provides input on designated budgets that have a moderate to high impact on financial revenue and expenses.
* Generates and communicates new ideas and suggestions that improve efficiency, quality, and service.

**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.
* Nine 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**