JOB TITLE:	PROJECT MANAGER	DIVISION:	DISTRICT – INFORMATION SYSTEMS
REPORTS TO:	SENIOR PROJECT MANAGER	EEO CATEGORY:	03-TECHNICIAN
FLSA:	NON-EXEMPT	SAFETY-SENSITIVE:	NO
CLASSIFICATION:	NON-REPRESENTED	LOCATION:	CAN BE ASSIGNED IN EITHER SAN FRANCISCO, SAN RAFAEL OR LARKSPUR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Position Summary

Under the general direction, the Project Manager is accountable for delivery of technology projects in terms of budget, schedule and scope. By demonstrating leadership skills, directs one or more projects, and ensures appropriate use of project resource planning. The position is primarily responsible for implementation of new technology projects or substantial upgrades to existing systems. Additionally, the Project Manager will plan, organize, direct and coordinate the ongoing automation and usage of district wide information systems. Maintain knowledge and experience in the analysis, design, implementation and maintenance of district-wide information systems. Plan, direct, monitor and evaluate the effectiveness of comprehensive district-wide programming and systems analysis projects, including needs assessment, program design and planning, implementation and evaluation. Maintain good working relationship with District Customers, internal Information Systems staff and with system software suppliers.

Essential Responsibilities

- Support District technology needs as directed by the Director of Corporate Technology
- Provide project management and solution expertise in the area of transportation and/or technology and also enable custom developments on systems and web platforms
- Direct project control activities including but not limited to: plans, cost estimates, risk mitigation, schedule, scope and communication in accordance with technical standards and processes
- Work collaboratively with stakeholders or other team members to complete project charter outlining scope, goals, deliverables, required resources, budget and timing. Resolve any issues and solve problems throughout project life cycle
- May lead a team of third party technology professionals including functional consultants and developers focused on architecture, design, and implementation. Remain knowledgeable with current and future technologies and providing recommendations as needed to meet corporate IT objectives.
- Work closely with business and IT to provide application support and continuous improvements for the applications that are already in production and used extensively for day to day operations

- Manage project development from initiation to closure, including being accountable for project results along with project sponsor/team
- Clearly communicate expectations to team members and stakeholders
- Effectively manage project scope by ensuring any changes to scope are documented and approved with project change request forms
- Determine if external consultants or contractors will be required to complete project plan. If required, recruit and manage appropriate staffing and budgetary resources
- Track and report on project milestones and provide status reports to sponsor/team
- Lead, coach and motivate project team members on a proactive basis
- Establishes and maintains effective working relationships with District employees, customers, vendors and all others contacted during the course of work using principles of excellent customer service
- Performs additional related duties as assigned
- Regular and reliable attendance and performance are required

Required Knowledge, Skills and Abilities

Working knowledge of:
- Current developments, equipment, technology and methods of administering a broad program of information systems and services
- Project management theory, concepts and principles (e.g., theory of constraints, critical path methodology, project risk management, project scope management, project management life cycle, etc.)
- Project management tools and/or software packages
- Strategic, operational and technical & management skills

Ability to:
- Conduct needs analysis, develop technical specifications, issue requisite procurement and budgetary documentation, plan, develop, test, and implement technology systems to improve operations and create efficiencies
- Demonstrate leadership managing people, including the ability to work and lead in project teams
- Work independently and manage multiple task assignments but also experience working in a team-oriented, collaborative environment
- Rapidly adapt and respond to changes in environment and priorities
- Use excellent communication, leadership, problem solving and analytical skills
- Elicit cooperation from senior management and other departments
- Demonstrate experience leading outsourced providers and maintaining partnerships with key vendors
- Superior analytical, evaluative, and problem-solving skills and comfort with ambiguity
- Work independently, show initiative, and effectively prioritize work

- Maintain good working relationship with users, internal Information Systems Department and with system software suppliers
- Effectively train a variety of users at different levels of knowledge and expertise
- Follow the safety and health rules and safe working practices applicable to his or her job

Minimum Qualifications

Education and/or Experience:
- Bachelor's degree in Computer Science, Information Systems, Software Engineering, Computer Engineering or other related technology major. Applicants who do not possess a degree should attach a statement supporting qualifying experience
- A minimum of four years industry/ IT experience and three years of project management experience leading large scale enterprise projects that requires fundamental change in business practice and automation to deliver significant value to business
- **PMI Certification is highly desirable.** Applicants who do not possess a certification should attach a statement supporting recent qualifying experience

Required License:
- Must possess and maintain a current, valid California driver's license and satisfactory driving record.

Physical Requirements:
Mobility to work in a typical office setting. Vision to read printed materials and a computer screen. Hearing and speech to communicate in person and over the telephone. Routine use of computer, telephone and other office equipment. Ability to travel to District facilities. May require some weekend and evening work.