

TECHNOLOGY PROJECT MANAGER

NATURE OF WORK

This is professional work leading initiatives aimed at planning and establishing information technology projects across the City of Lincoln and Lancaster County to be a force multiplier in inspiring leading edge project management.

Work collaboratively in an agile environment with leadership, management and employees by directing and coordinating the activities, tasks and deliverables required from the project team. This position provides centralized leadership to manage Information Technology projects including developing processes, project guidance and requirement documents. Work is performed with considerable independence and is reviewed by the Chief Information Officer. Supervision may be exercised over subordinate employees.

EXAMPLES OF WORK PERFORMED

Leads project plans, ensures adherence to project schedules, and sets technology priorities and conducts long term planning.

Provides leadership and recommendations in the design, development, and automation of information technology business processes to support City and County objectives.

Establishes clear responsibilities and processes for monitoring work and measuring results.

Develops and implements quality improvement planning, measurement and improvement cycles related to information technology projects.

Recognizes, respects and incorporates a supportive environment that fosters new ideas and improvement cycles related to information technology platforms and system projects.

Identifies the scope, goals, objectives, requirements and limitations of information technology projects and Information Services business initiatives.

Fosters partnerships, open communication and best practice sharing with Information Services leader, team members, customers, and policy committees to achieve shared objectives in the development and/or implementation to meet the customer's needs.

Empowers teams in a productive, accountable environment where each team member is expected to learn and continually grow.

Advances work knowledge by participating in continuing education and seeking ongoing development opportunities.

Collaborates with executive level stakeholders and acts as an organizational change agent and process improvement lead.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge developing, maintaining and revising proposals for assigned projects including project objectives, technologies, systems, information specifications, timelines, funding and staffing.

Thorough knowledge of managing assigned information technology projects to ensure adherence to budget, schedule and scope of project.

Through knowledge of project management principles and planning.

Ability to analyze business processes and system technologies in order to develop, incorporate, and enhance systems and functional process to meet organizational requirements.

Ability to build partnerships and work collaboratively with others to meet shared objectives.

Ability to adhere to all information technology policies, procedures and practices regarding confidentiality and security of information at all times.

Ability to hold self and other's accountable to meet commitments.

Ability to develop and deliver multi-mode communications that convey a clear understanding of needs.

DESIRABLE QUALIFICATIONS

Possession of project management certifications including, but not limited to Project Management Professional (PMP) certification, Projects IN Controlled Environments' (PRINCE2) certification, or a Computing Technology Industry Association (CompTIA) certification, or equivalent.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in Project Management, Computer Science, Business Administration or related field and five years of experience in information technology; or any equivalent combination of training and experience that provides the desirable knowledge, abilities, and skills.

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