

CITY OF CHATTANOOGA

Classification Specification Title: Director IT Project Management

Department: Technology Services

Pay Grade: GS.14

Supervision Received From: Dep. CH Info Tech Officer

FLSA Status: Exempt

Supervisory Responsibility: IT Project Analyst, IT Manager

Established: 5/07/14

**Revision Dates: 4/1/25;
10/20/23**

CLASSIFICATION SUMMARY:

Incumbents in this classification direct the IT Project Management Office (PMO) in the Department of Information Technology. Responsible for the planning and oversight of all Project Managers and staff assigned to the PMO that manage and maintain the department's project portfolio. Supervises other managers/supervisors. Reports directly to the Chief Information Officer.

SERIES LEVEL:

This is a stand-alone position.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Manages staff to include prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment and making hiring, termination and disciplinary recommendations.

Manages the day-to-day activities of applicable division sections which includes planning, coordinating, administering and evaluating programs, projects, processes, procedures, systems and standards; ensuring compliance with federal, state and local laws, regulations, codes and/or standards; coordinating activities between multiple service areas and working to integrate and coordinate service areas.

Assists the CIO and Technology Planning Committee with managing IT portfolio by ensuring projects are on schedule and within budget.

Develop, create and maintain PMO performance indicators and reports.

Participates in forecasting, preparing, and administering IT project management division budgets and project budgets, and assists the CIO with annual budgeting; prepares cost estimates for budget recommendations; submits justifications for budget items; monitors and controls expenditures and manages financial operations.

Communicates and collaborates with internal departments, external consultants, vendors, external agencies, regulatory officials and/or other interested parties to coordinate work activities, exchange information and resolve problems.

Assists and advises the CIO on matters pertaining to strategic and action plans to improve IT project portfolio performance, policies and procedures.

Acts on behalf of the Chief Information Officer in his/her absence.

Uses, carries and answers their cell phone for business purposes as determined by the assigned job duties and the department head.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

Bachelor's degree in Computer Science, Information Systems (with Project Management concentration), Business (with IT/IS concentration), Project Management or equivalent required. Master's degree in Information Systems, Project Management, Computer Science, or Business with IT or Project Management concentration preferred. Three (3) to five (5) years of negotiation, planning and general fiscal/budget experience required and five (5) to seven (7) years of experience of managing IT projects, project portfolios or technology programs, as well as leadership, mentoring and management experience required.

LICENSING AND CERTIFICATIONS:

None

KNOWLEDGE AND SKILLS:

Knowledge of supervisory principles; project management principles and practices; vendor management principles; personal computer and operating systems; applicable federal, state and local laws, ordinances, codes, rules, regulations, standards, policies and procedures; budgeting principles; and customer service principles.

Skill in monitoring and evaluating the work of subordinate staff; prioritizing and assigning work; developing and managing budgets; interpreting and applying applicable laws, ordinances, codes, rules, regulations, standards, policies and procedures; using logic and reasoning to identify alternative solutions or approaches to problems; using computers and related software applications; communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS:

Positions in this class typically require: reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

WORK ENVIRONMENT:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: Y

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.