

City of Chattanooga
Classification Specification Title: IT Project Manager

Department: Technology Services

Pay Grade: GS.12

**Supervision Received From: Assistant Director IT
Project Mgt**

FLSA Status: Exempt

Supervisory Responsibility For: None

**Established: 4/7/15
Revision Dates: 4/2/25;**

10/20/23; 1/11/2023

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for planning, directing, organizing, coordinating and communicating project management services for stakeholders. The Project Manager is a project leader and assumes shared responsibility for project decision making including managing resources, and budgeting. Work requires limited supervision.

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 assigned projects by identifying stakeholders, developing Project Charters and project management plans, defining the project scope and objectives, reviewing requirements, and identifying the project related work tasks.

Provides recommendations for staff training and development efforts.

Manages and reviews proposed products and data from business analysis activities and formulates recommendations based on findings, making corrections as needed. Ensures adherence and compatibility with organizational goals, objectives and strategic initiatives.

Develops and manages a detailed project schedule. Plans, prioritizes, delegates and reviews the work of assigned project staff by establishing schedules and methods for achieving project goals and objectives and making adjustments as needed to meet deadlines. Manages priorities, work processes and procedures.

Plans and confirms projects budget based on the scope of work and resource requirements. Monitors and controls budgetary performance and compliance with applicable specifications, regulations, and laws related to business application, systems, and programming.

Monitors project performance using business and project management metrics, and identifies resources needed to reach objectives and manages resources in an effective and efficient manner.

Manages project communications with stakeholders, vendors, and suppliers, communicating expected deliverables.

Measures and reports project updates about schedule performance, strategy, and adjustments to project stakeholders.

Participates in meetings and groups in order to receive and convey information.

Identifies, controls, and mitigates project risk and ensures timeliness of work performed by identifying the critical path.

Ensures the quality of project work performed and the final deliverables. Utilizes industry best practices, techniques, and standards throughout the entire project lifecycle.

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 with training emphasis in Computer Science, Business Management or other closely related field, and three (3) years of previous experience leading projects, or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS: PMP preferred

Will consider other industry professional certifications in lieu of the PMP

SUPPLEMENTAL INFORMATION:

KNOWLEDGE AND SKILLS:

Knowledge of project management principles, development, evaluation, and practices.

Effectively lead and motivate a project team throughout a project.

Evaluating multiple project management approaches to determine which way of working is best for each project.

Highlighting the success of a project and its impact on overall strategic organizational goals.

Dedication to excellence and the capacity to perform at the highest levels.

Customer service principles and providing customer service.

Supervisory principles.

Knowledge, interpreting and applying applicable Federal, State and local laws, codes, regulations, policies and rules.

Budgeting principles to include developing and managing budgets.

Skill in monitoring, prioritizing, assigning, and evaluating the work of staff.

Preparing and presenting oral and written reports.

Resolving and mediating conflict, conducting negotiations, and influencing others.

Developing evaluation tools and analyzing project and program effectiveness.

Developing and implementing strategic plans.

Communication and interpersonal skills sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS: Positions in this class typically require stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, 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. Will need to move around multiple locations throughout the City for work-related collaboration.

SPECIAL REQUIREMENTS:

CJIS: Y

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

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.