

CLASSIFICATION SPECIFICATION

Project Management Team Leader

FT/PT Class Code: 3094, 3594 Pay Grade: B/C 19 FLSA: Exempt Rev. 05/23/19

SUMMARY STATEMENT: An incumbent is responsible for setting the standard and leading all major Division of Information and Instructional Technology (IIT) projects, including overseeing project personnel and enforcing project management standards. This position will require in-depth knowledge of industry and public sector methodologies for successful implementation of major projects. The incumbent is also responsible for creative and innovative solutions needed for project productivity tools.

NATURE AND SCOPE:

An incumbent reports directly to the vice president for information and instructional technology. This position will require a unique ability to successfully work with a variety of project teams and campus divisions, yet continually orchestrate a highly effective process for significant accomplishments on a Collegewide basis.

PRINCIPAL ACCOUNTABILITIES:

An incumbent may perform any combination of the below listed accountabilities:

1. Provides supervisory management and leadership of assigned project management personnel and their projects.
2. Assists in the management of business/IT process improvement initiatives and provides direction in the preparation of standards reports and project plans.
3. Provides leadership in the implementation and enforcement of a successful project management methodology. Establishes and maintains project standards throughout the entire lifecycle.
4. Assists in providing project reports and recommendations for project approval to IIT Directors and the vice president for information and instructional technology.
5. Oversees contract/bid management (tracking information technology contracts) and financial management of project budgets and costs.
6. Establishes effective communication with the user community.
7. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of project management practices and procedures.
- ◇ Knowledge of State of Delaware bid process and vendor selection process.
- ◇ Knowledge of business process improvement methodologies.

KNOWLEDGE, SKILLS, AND ABILITIES, cont'd:

- ◇ Knowledge of systems development lifecycles.
- ◇ Knowledge in preparation of cost benefit analysis and risk assessment.
- ◇ Ability to lead a team of diverse members through project methodology and provide guidance when needed.
- ◇ Ability to communicate effectively, both orally and in writing.
- ◇ Ability to relate to and communicate effectively with a diverse population in a multicultural environment.

MINIMUM QUALIFICATIONS:

- ◇ Bachelor's degree in a relevant field.
- ◇ Minimum of four (4) years of experience in a project management role/function. Project management certification is preferred.