

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: PROJECT MANAGER, INFORMATION TECHNOLOGY

Reports To: Designated Supervisor

UW Job Code: 3743

UW Job Family: 38 - Computer Professional

SOC Code: 11-3021

FLSA: Exempt

Pay Grade: 26

Date: 8-1-97 (revised 12-1-01; 7-1-02; 7-1-04)

JOB PURPOSE:

Assist the designated supervisor by managing operational, financial and personnel functions of multiple projects within Information Technology including large and complex institution-wide initiatives.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manage the daily operational and personnel functions including staff supervision for assigned projects within Information Technology.
- Evaluate, assess and recommend resources for the designed projects; monitor each project's progress and ensure resources are effectively utilized.
- Provide leadership and project direction; act as a coach or mentor to assigned project staff.
- Coordinate implementation and maintenance of application software by developing partnerships with customers, vendors, and technical resources.
- Provide problem resolution including working through barriers and meeting or modifying deadlines with reasonable time management as determined by assigned supervisor(s).

SUPPLEMENTAL FUNCTIONS:

- Confer with and advise faculty, staff, students, administration and other personnel concerning computer information requests, services and needs; maintain production support for systems by working with customers on upgrades and enhancements or new products.

COMPETENCIES:

- Analysis/Problem Identification
- Collaboration
- Individual Leadership

- Quality Orientation
- Strategic Planning
- Technical/Professional Knowledge
- Work Prioritization & Management

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree in Business Management, Management Information Systems, Computer Science or related field**

Experience: **5 years work-related experience**

Required licensure, certification, registration or other requirements: **None**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Computer Science principles, theories, and concepts of computer programming.
- Project management.
- Management information systems/processes/procedures.
- Computer programming languages in use in the area.
- Computer programming software and hardware applications.
- Computer systems operation and network administration.
- Data processing equipment and programming tools.
- Design technology and techniques to create, enhance, and maintain computer system design.
- Operating systems and network/systems protocol.
- Maintenance and enhancements of computer programs.
- Current technology advances.

Skills and Abilities to:

- Develop and work within project budget, goals and objectives.
- Monitor project work.
- Maintain effective supervisory relationships.
- Manage projects to meet multiple and conflicting project timelines.
- Determine labor/equipment costs on projects.
- Provide project leadership.
- Mentor and coach.
- Effective oral and written communication skills.
- Translate technical information into user-friendly program documentation.
- Make effective decisions impacting projects.
- Interpret processes, flow charts and schematics.
- Test new data processing equipment and computer system applications and recommend purchases and standards.

WORKING CONDITIONS:

No major sources of discomfort, standard office environment.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.