



Manager, Information Technology and Project Management

DEPARTMENT: Information Technology and Project Management

SUPERVISOR: Director, Information Technology and Project Management

STATUS: Exempt - Level 11

WORK SCHEDULE: Generally normal business hours; however work schedule varies to meet business needs.

GRANT FUNDED: NA

POSITION SUMMARY: Manage Information Technology & Project Management staff. Provide leadership in the development, communication and oversight of Systems Development Life Cycle, Systems Integration, Project Management, Change Management and system Support. Participate in a wide range of projects in support of the systems used by VSAC.

Job Functions (in order of importance)	% of total working time
<ul style="list-style-type: none"> Work cooperatively with other ITPM Leaders and provide leadership for project teams on projects, Software Development standards, Change Management practices, Data Base Administration, Security, and other Software Development and Project Management related activities so that departmental and organizational priorities are effectively identified, defined, prioritized, estimated, worked, and implemented. 	20%
<ul style="list-style-type: none"> Oversee and at times perform high level analysis and design for Corporate systems in order to determine how new systems or enhancements to existing systems would best fulfill user requirements and long-term enterprise goals in relationship to integration, supportability, usability and feature richness. 	15%
<ul style="list-style-type: none"> Ensure ITPM provides high quality service and system support. 	5%
<ul style="list-style-type: none"> Work with Director and other leaders and peers to facilitate planning, prioritization, and management of technology initiatives. In collaboration with the Director allocate ITPM resources to project assignments. 	8%
<ul style="list-style-type: none"> Supervise staff, conduct performance evaluations; make hiring and disciplinary decisions and salary recommendations. Facilitate staff meetings and in-house technical training sessions and maintain information on projects' status, risks, and progress. 	8%
<ul style="list-style-type: none"> Identify technologies, which VSAC should pursue to gain operational efficiencies and competitive advantage. 	8%
<ul style="list-style-type: none"> Assist the Director in the development and implementation of operational policies and procedures for ITPM staff and maintain a current understanding of departmental standards and practices. 	8%
<ul style="list-style-type: none"> Perform system troubleshooting to determine the cause of system errors and/or to improve system and application performance. 	5%
<ul style="list-style-type: none"> Participate with program areas in improving all inter-departmental work, including participation on committees and in project groups. 	5%
<ul style="list-style-type: none"> Provide technical support and on call coverage for systems as needed. 	5%
<ul style="list-style-type: none"> Oversee Sponsor relations for the systems and projects that staff support with a focus on communication and process alignment. Act as a contact for vendors and/or user groups by 	5%

coordinating VSAC's research, responses and participation.	
• Perform other duties as required.	4%
• Represent VSAC at conferences and on conference calls for industry groups.	3%
• Perform product demonstrations and presentations as needed.	1%
• Be at work on time when scheduled to work, and remain at work throughout the established work schedule.	

Qualifications

REQUIRED

Education:

- Bachelor's Degree in Computer Science, Business Administration or related discipline preferred. Commensurate business experience will be accepted in lieu of a formalized education.

Experience/Skills and/or years of specific experience:

- Five years' experience in a progressively responsible Software Development or Project Management leadership position.
- Strong interpersonal and communication skills. Ability to communicate effectively verbally and in writing to staff, management and senior management.
- Demonstrated analytical, organizational and creative problem-solving skills.
- Proven solution-oriented team leader.
- Strong project management experience and ability to work with limited supervision with a diverse set of team members.
- Basic skills in operating computers, keyboard, standard office equipment, and standard office software (Microsoft Office preferred).

Additional Requirements:

- Ability to work nights & weekends as needed to meet project deadlines, support installations or resolve high priority system issues.

Physical Requirements

Identify physical demands typically encountered and reasonably anticipated in this position. Mark each item with the rating that best matches the expectations of the position based on the following scale:

NA: *Not applicable, usually not required/ expected of position.*

NE: *Requirement is present, but may not be essential to the position.*

O: *Occasional (up to 33% of the time) and essential to the position.*

F: *Frequently required (over 33% of the time) and essential to the position.*

Note: Ratings must be consistent with essential functions identified in previous section.

Physical Requirement	NA	NE	O	F	Physical Requirement	NA	NE	O	F
Sitting				X	Pushing/pulling	X			
Walking				X	Seeing objects at a distance		X		
Standing			X		Seeing objects peripherally		X		
Bending or twisting		X			Seeing close work (e.g. typed print)				X
Squatting or kneeling	X				Distinguishing colors		X		
Reaching above shoulder level		X			Hearing conversations or sounds				X
Climbing	X				Hearing via telephone or headset				X
Driving car or light duty truck		X			Communicating through speech				X
Repetitive motion of hands/fingers				X	Communicating through writing				X
Grasping with hand/gripping				X	Reading				X
Lifting/carrying 10-25 pounds		X			Overnight travel	X			
Lifting/carrying 26-50 pounds	X				Exposure to aggressive/angry people			X	
Lifting/carrying more than 50 pounds	X								
Other: (please list and describe):									