



Job Title: Project Manager - IT

Department: IT
Reports To: Director – Initiatives Management
Grade: BG-09
Number of Days: 12 Months
Overtime Status: Exempt
Current Date: August 18, 2014

Job Objectives: Implement, manage, coordinate, and ensure successful and timely completion of projects for multiple departments and perform other related assigned duties.

Minimum Qualifications:

- Bachelor's degree in Business Administration and/or equivalent work experience.
- PMI certification or equivalent required.
- Minimum of five years project management experience.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Performs project management duties, including planning, prioritizing, coordinating, and controlling the analysis, design, implementation, documentation, testing and maintenance phases, if applicable, for projects.
- Determines and assigns/delegates and deploys personnel and technical resources required to successfully complete projects on schedule and within budget, ensuring project objectives fulfilled.
- Provides guidance and assistance to project personnel and mentoring on project management methodology.
- Employs project planning and control for the development and maintenance of project schedules.
- Assesses projects risk on a regular basis, taking appropriate action to ensure project objectives are timely and successfully met.
- Maintains and Provides regular comprehensive status reports and project schedules.
- Conducts training needs analysis, interviewing and surveying to aid in planning training programs, meet business needs and assist in developing, implementing and providing training materials.
- Prepares proposals for new projects.
- Develops RFP's/specifications for new systems/modules and evaluates vendor responses.
- Leads and/or attends various meetings to communicate information, advise, recommend and make presentations created to present technical proposals/plans/documentation.
- Must report to work on a regular and timely basis.

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Good knowledge of project management methodology.
- Ability to effectively employ concepts and techniques of project management, including planning, control and deployment of resources; ability to manage tasks, resources, vendors and assess risks; ability to analyze complex concepts/ideas.
- Ability to plan training programs; ability to work, mentor and provide guidance/training to all levels of personnel.
- Ability to effectively communicate both verbally and in writing, creating and making public presentations; ability to work independently and as a team.
- Ability to understand project management methodology and take responsibility for successful management and completion of projects.
- Ability to work on fast-paced, multiple projects of varying complexity with tight deadlines, continually adapting to changing priorities.
- Ability to understand and influence the behavior of others within the organization, customers or the public in order to achieve job objectives and cause action or understanding.

Supervisory Responsibility:

- Must be able to effectively lead a team while encouraging and motivating team members.

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Professional office environment.
- Some local travel between TPS sites may be required.
- Overtime may be required, occasionally, to meet project deadlines.

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