INFORMATION TECHNOLOGY PROJECT COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for the development, implementation, coordination, and administration of various Information Technology projects for the Broome County Department of Information Technology. Work is performed under general supervision of the Chief Information Officer of IT with leeway allowed or the use of independent judgment in carrying out the duties and responsibilities of the position. Does related work as required.

TYPICAL WORK ACTIVITIES:

Has responsibility for tracking project performance, specifically to analyze the successful completion of short and long term goals;

Assists in delegating project tasks based on staff member's individual strength, skill sets, experience levels and workload;

Establishes and maintains a Project Management process and directing and coordinating the utilization of resources across divisions of the project to reach targets;

Assists and coordinates information technology projects including the identification of project scope, selection of vendors, negotiation of vendor contracts and price agreements, and writes and submits final project proposals for funding review and approval;

Reviews and evaluates project plans, design documents and other technical documentation and sets schedules needed to successfully initiate and accomplish IT projects;

Coordinates purchasing activities to assure conformance to project specifications;

Participates in long-term and short-term departmental IT strategic planning;

Plans, organizes and coordinates the maintenance of hardware or software systems by technical support staff in meeting needs of the component district or various departments;

Assigns work, provides instructions, answers questions, determines priorities, and balances workload problems while ensuring quality and customer service standards;

Assists in developing the training plan for technicians and specialists;

Oversees the organization and development of appropriate system documentation;

Assists in providing direction, support, and schedules for all staff assigned to the district or team;

Communicates with supervisor and directors in relation to IT projects regarding staffing needs and employee issues;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of information technology project management procedures;

Thorough knowledge of project management platforms (Jira Smartsheet), current innovations and technology in information systems;

Thorough knowledge of the principles and practices of public administration and budgeting;

Thorough knowledge of project management requirements including facilitation, mediation, project tracking and financial tracking;

Thorough knowledge of the public and/or private sector projects and their needs related to the implementation and use of information technology;

Ability to adapt to changing circumstances, including project scope changes, team member fluctuations, resource availability issues and shifting stakeholder needs;

Ability to identify and remove time-wasting activities to reduce project risk;

Ability to establish and maintain effective working relationships;

Ability to negotiate contracts with vendors;

Ability to exercise good judgment in evaluating situations, making decisions, and establishing priorities;

Ability to coordinate multiple initiatives simultaneously;

Ability to follow complex oral and written instructions;

Ability to express oneself clearly and concisely, both orally and in writing;

Ability to identify the root causes behind problems and develop creative solutions;

Ability to plan, compile and prepare comprehensive statistical and narrative reports;

*MINIMUM QUALIFICATIONS:

A) Possession of a Bachelor's degree or higher in Business Administration, Management Information Systems (MIS), information resource management, or closely related field, and one (1) year experience in leading projects including the coordination and implementation of information technology projects; OR

B) Possession of an Associate's degree in Business Administration, Management Information Systems (MIS), information resource management, or closely related field, and three (3) years' experience involving leading projects one (1) year of which must

have included the coordination and implementation of information technology projects; OR

C) Graduation from high school or possession of a general equivalency diploma and five (5) years of experience in leading projects including the coordination and implementation of information technology projects; OR

D) An equivalent combination of training and experience as defined by the limits of A), B), and C) above.

> ***NOTE**: Your degree must have been awarded by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of education. If your degree was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at http://www/cs/ny/gov/jobseeker/degrees.cfm. You must pay the required evaluation fee.

SPECIAL REQUIREMENT: Depending on the job location and/or department, possession of a valid driver's license to operate a motor vehicle in the State of New York may be required at time of appointment.

Special Note: Because of the radical evolution of technology in this field, qualifying experience must have been gained within the last five (5) years.