



## Enterprise Project Manager

**Department:** Information Technology

**SUMMARY:** This is a professional position located in the Information Technology (IT) department responsible for the coordination of complex and technically challenging citywide software projects, to include research and analysis; development of project scope and budget; contract negotiation and review; development of systems application and testing; implementation and configuration; training and troubleshooting; process improvement through system upgrades and modifications and development of best practices and internal control procedures; continued maintenance and operation of assigned software programs; and systems security risk assessment. The employee works under the direct supervision of the IT director. Supervision is not a responsibility of this position.

**ESSENTIAL FUNCTIONS:** *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

Identify business processes, system and data requirements, and assists in identifying technology solutions.

Conducts business process analysis, identify a solution to the business process analysis results.

Develops short and long range planning related to automation, future systems, and new technology.

Develop and release RFP, vendor contract negotiation; develop, test and implement the process(es).

Performs implementation configuration; continued business analysis and program development, to include development and testing of programs.

Performs software administration and maintenance.

Performs security assessment and risk mitigation.

Performs training, troubleshooting, problem analysis and resolution.

Identifies and conducts process improvements/enhancements and research.

Support the City's policies, goals and objectives and work with management and other staff to achieve such goals and objectives.

**KNOWLEDGE AND SKILLS:****Demonstrated Knowledge in:**

Software applications, to include but not limited to, SQL databases, Visual Studio, Crystal reports, Visio, and scripting programming languages.

Principles and practices of project management.

Adult learning principles.

**Skill in:**

Establishing and maintaining cooperative working relationships with coworkers and other individuals in contact during the course of work; communicating clearly and concisely.

Operating a personal computer utilizing standard software such as Microsoft Office and some specialized software; operating standard equipment.

Analyzing existing manual and computerized operational procedures.

Developing training programs and material and training end users.

Understanding objectives, research and writing.

**MINIMUM QUALIFICATIONS:**

Graduation from a college or university accredited by an agency recognized by the U.S. Secretary of Education or Council for Higher Education Accreditation (CHEA) with a Bachelor's degree in Computer Information Systems, Computer Science, or related field, and four (4) years full time experience in enterprise system application, development and analysis, support and training the end user.

**LICENSE, CERTIFICATION AND/OR SPECIAL REQUIREMENTS:**

Candidates who are selected for appointment may be required to be fingerprinted, if 18 or older; successfully complete a background investigation, employment verification and may be subject to a drug/alcohol test, medical, polygraph and/or psychological evaluation. Candidates who are appointed will be required to possess a valid driver's license to operate a vehicle in Arizona, or meet the transportation needs of the position.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in a standard office environment and may require work outside in various temperatures. Required to perform a full range of motion with lifting and/or carrying items weighing up to 50 pounds. May require frequent sitting and continuous operation of a personal computer