Position Description

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Position Number:   02019687
Dept:         ENT APPS & INFRASTRUCTURE SVCS - 061419
Position:       PROJECT MANAGER
Approved Payroll Title Code:  0522
Approved Payroll Title:  TCHL PROJECT MGT PROFL 4
Approved MSP Salary Grade: 
Approved PSS Salary Grade:  MSP24

POSITION DETAILS

Under the general supervision of the Supervisor for Project Management, act as a project manager and analyst by analyzing the suitability of proposed and in-progress IET and campus projects, participating in recommendations for the organization and construction of project deliverables and services, and managing the change management and implementation of chosen solutions.

Job Summary:

Information and Educational Technology (IET) often acts as a technology consultant and project manager to the campus and individual departments. The objective is to advise the campus as to the appropriate application of technology in solving business problems, and to manage critical campus projects which implement information technologies.

Department Specific Job Scope:

This position has extensive influence on campus-wide technology efforts by virtue of contributions to the campus in the use of technology; participation in initiatives with significant technology policy implications; management of complex technical projects; membership in various system oversight committees; participation with business units on product/solution surveys; and participation in RFP and RFQ processes related to campus computing.

Positions Supervised:  N/A

Essential Responsibilities:

- Plan new projects, including conducting facilitated sessions to identify all project tasks, deliverables, and ongoing project
services.
- Manage projects, some of which will be hardware and networking intensive, with an understanding of how the relationships and configurations between these artifacts affect IET's ability to deliver services.
- Identify and document project roles and responsibilities for team members.
- Mobilize project teams;
- Develop budget, resource, implementation, quality assurance, and testing plans with the project team that reflect methodologies appropriate to the technology and other factors;
- Identify issues which have campus impact or implications;
- Manage the team to the project plan;
- Report to executive management in a manner that discusses progress against the plan, barriers, risks, contingencies, costs.

ANALYTICAL STUDIES 40%
- Compile, analyze, and make recommendations pertaining to the application of technology to business problems for IET departments and external departments;
- Develop, analyze, and implement resource, staffing, capacity, and project plans;
- Validate and perform quality assurance of data collected by systems or staff;
- Evaluate appropriateness of technology solutions in the context of program priorities, budget constraints, and campus architecture;
- Interpret and clarify findings and conclusions to executive management;
- Create or revise analytical approaches to reflect current priorities and circumstances;
- Develop plans or proposals that include cost benefit analysis, policy, financial, operational, and organizational implications;
- Conduct group facilitation and individual interviews in order to identify functional requirements, and identify critical issues;
- Identify changes to existing business processes and personnel and develop appropriate change management plans;
- Identify issues which have campus impact or implications.

Physical Demands:

Due to the mission-critical services provided by this department, this position may work hours other than M-F 8-5, especially in response to system problems. Work flexible or extended hours as workload demands. Must be routinely on-
call as required.

Occasional travel required. Travel between campus and off-campus locations.

Work in a busy office environment with frequent interruptions.

UC Davis is a smoke and tobacco free campus effective January 1, 2014. Smoking, the use of smokeless tobacco products, and the use of unregulated nicotine products (e-cigarettes) will be strictly prohibited on any UC Davis owned or leased property, indoors and outdoors, including parking lots and residential space. Additional information and specifics regarding the policy are available at http://breathefree.ucdavis.edu/index.html

Background Check: Yes

QUALIFICATIONS

Minimum Qualifications:

Experience and technical knowledge of architecture and tools for the following: software development; web services; security services; workflow technology; data repository services; client-server technology; desktop technology; file services; directory services; and business process analysis.

Experience and technical knowledge of architecture and tools for the following: knowledge of hardware, networking, and the interactions and relationships between these artifacts and the ability to deliver services;

Project Management skills including leading a team through the development and implementation of cogent project planning documents appropriate to the situation; developing budget, resource, test, implementation, quality assurance, contingency, change, and risk management plans; and developing and applying project methodologies appropriate to the situation.

Written and verbal communications skills to communicate to various levels of knowledge and management levels.

Skills to tailor presentations to a wide variety of audiences, including executive management.

Preferred Qualifications for Selection:

Bachelor's degree in Business Administration or Social Science, with an emphasis in technology or information
management or an equivalent combination of education and experience.

Understanding, knowledge, and ability to apply campus policy.

Extensive experience in managing projects for which there was an application development methodology was enforced.

Experience in coordinating a team.

**Expectations**

- Read and model the UC Davis Principles of Community.
  Analytical skills required for this position include: learn unfamiliar process procedures; translate knowledge into new context; interpret, compare and contrast facts; order, group, and infer causes; predict consequences; use methods, concepts, and theories in new situations; solve problems; classify and organize data; deconstruct components; generalize from facts; combine and relate knowledge from several areas; draw conclusions; compare and discriminate between ideas; make choices based on reasoned argument; and to verify value of evidence.

- Ability to cope with a changing environment and shifting priorities.
- Ability to work as a member of a team.
- Use tact and diplomacy for interactions with others.
- Communication skills to understandably and effectively describe technical requirements to technical and non-technical audiences and interpersonal skills, using tact and diplomacy for interactions with others.
- Convey a helpful and positive attitude in support of the department's client service environment.
- Provide higher level technical assistance to the technical workforce in the resolution of abnormal operating conditions.
- Support departmental goal of providing positive, innovative and effective customer service through performance of job functions.
- Work cooperatively with others to achieve and maintain a strong client service environment.
- Maintain flexibility in a continuously changing and fast paced work environment.

**Job Expectations**
Excellent organizational and analytical skills to establish priorities, organize tasks, and direct effective implementation of tasks in a demanding work environment.

In coordination with the project sponsor, team, and PM supervisor, follows projects through to successful completion with a high degree of quality.

Effectively establish priorities, organize tasks, and direct effective implementation of tasks in a demanding work environment.

Communication skills to effectively present information (oral, written, presentation, documentation).

Ability to work independently under general direction from management, to manage workload across multiple simultaneous projects, to maintain a high level of productivity, and to meet deadlines under time constraints and continuously shifting priorities.

Willingness to learn and apply new technology and develop skills to promote professional growth. This may also include a willingness to attend conferences, classes, and exhibits when appropriate.

Accountability for the safekeeping of resources in the employee's care and custody and for following and implementing the cyber-safety guidelines.

Ability to cultivate trust and build successful working relationships with stakeholders, subject matter experts, and other relevant staff and management. This will often include diverse groups of people with internal and external affiliations with UC Davis.

Project Management expectations include:
Ability to effectively work with a team throughout a project life cycle, members of which may include quality control analysts, programmers, system administrators, communication analysts, outside vendors, and database administrators.

Ability to instill trust and a good working relationship with project sponsors in response to developing requirements, planning, managing budgets, tracking tasks, managing change resulting from new product offerings, and scheduling the implementation of products.

At all times during a project, the PM is expected to exercise discretion when working with external departments.