Position Description

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Requisition Number:	03023909
Position Number:	02007670
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:	MSP25
POSITION DETAILS	
Job Summary:	Under the general direction 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. This position must work cohesively with departmental level leadership to ensure success and will be responsible for monitoring the effectiveness, development, and execution of major projects. 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; participation with business units on product/solution surveys; and participation in RFP and RFQ processes related to campus computing.
Campus Job Scope:	
Department Specific Job Scope:	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. The IET PMO 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; 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:	60% PROJECT MANAGEMENT Plan new technology projects, including conducting facilitated sessions to identify all project tasks, deliverables, and ongoing project services.

	Manage technology projects, some of which will be hardware and networking intensive, with an understanding of how the relationships and configurations between existing and new technologies 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. 40% ANALYTICAL STUDIES 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:	Occasional travel required. Travel between campus and off-campus locations.
Work Environment:	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. Work in a busy office environment with frequent interruptions. Vacations are restricted during busy times. 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.

Background Check:	Yes
QUALIFICATIONS	
Minimum Qualifications:	Project management qualifications include experience and skill to lead a team through development and implementation of project planning documents appropriate to the situation; develop budget, resource, test, implementation, quality assurance, contingency, risk management plans; develop and apply project methodologies appropriate to the situation.
	Experience and technical knowledge of architecture and tools for the following: software application development; web services; security services; workflow technology; data repository services; client-server technology; cloud-based technologies; desktop technology; file services; directory services; and business process analysis.
	Experience and knowledge of project management standards, processes, tools and techniques appropriate for a variety of project types, sizes and criticalities.
	Experience and 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.
	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. Skills to present complex concepts and recommendations such that decisions can be made.
	Excellent computer skills including Word, PowerPoint, Excel, MS Project, Google Apps, Box.com, and other project management tools.
Preferred Qualifications for Selection:	Bachelor's degree in science or technical discipline, with an emphasis in technology management or information management or an equivalent combination of education and experience.
	Understanding, knowledge, and ability to apply campus policy.
	Extensive experience in managing information technology projects for which an application development methodology was enforced.
	PMP Certification and CSM certification.
	Experience in building and managing customer/client relationships.

Expectations

Job Expectations	Read and model the UC Davis Principles of Community.
	Hands on, proactive, team leader.
	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.

Ability to work as a member of a team.

Convey a helpful and positive attitude in support of the department's client service environment.

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. Ability to cope with a changing environment and shifting priorities.

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.

Adhere to workplace safety practices, read information communicated about workplace safety, complete required safety training on time, & report any workplace safety issues promptly to their supervisor or the designated safety coordinator. Make complex decisions, understand implications, and anticipate consequences.

Develop recommendations and alternative courses of action.

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.