JOB TITLE:	SENIOR PROJECT MANAGER	DIVISION:	DISTRICT – INFORMATION SYSTEMS
REPORTS TO:	CHIEF TECHNOLOGY DIRECTOR	EEO CATEGORY:	03 - TECHNICIAN
FLSA:	EXEMPT	SAFETY-SENSITIVE:	NO
CLASSIFICATION:	NON-REPRESENTED	LOCATION:	CAN BE ASSIGNED IN EITHER SAN FRANCISCO OR SAN RAFAEL

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Position Summary

Under the general direction of the Chief Technology Director, the Senior Project Manager is accountable for delivery of technology projects in terms of budget, schedule and scope. The Senior Project Manager is responsible for the day-to-day activity of the Project Management Team. By demonstrating leadership skills, directs one or more projects, and ensures appropriate use of project resource planning. The position is primarily responsible for leading the team to deliver new technology projects or substantial upgrades to existing systems. Additionally, the Senior Project Manager will plan, organize, direct and coordinate the ongoing automation and usage of district wide information systems. Maintain knowledge and experience in the analysis, design, implementation and maintenance of district-wide information systems. Plan, direct, monitor and evaluate the effectiveness of comprehensive district-wide programming and systems analysis projects, including needs assessment, program design and planning, implementation and evaluation. Maintain good working relationship with District Customers, internal Information Systems staff and with system software suppliers.

Essential Responsibilities

- Plans, organizes, administers, reviews and evaluates staff and activities of the Project Manager's office, directly and through subordinate levels of supervision
- Provides overall leadership, guidance and professional expertise for all Project Managers procurement; prepares annual budgets for such activities and coordinates their inclusion and administration with the department budget
- Interviews and selects staff and provides for their training and professional development; evaluates the work of staff and counsel's employees or recommends discipline as appropriate
- Determines the most effective use of staff to meet project and program priorities; ensures compliance with implementation schedules
- Participates, as a member of the management team, in the strategic and tactical planning for the Information Systems Department
- Support District technology needs as directed by the Chief Technology Director.

- Provide project management and solution expertise in the area of transportation and/or technology and also enable custom developments on systems and web platforms.
- Direct project control activities including but not limited to: plans, cost estimates, risk mitigation, schedule, scope and communication in accordance with technical standards and processes.
- Work collaboratively with stakeholders or other team members to complete project charter outlining scope, goals, deliverables, required resources, budget and timing. Resolve any issues and solve problems throughout project life cycle.
- May lead a team of third party technology professionals including functional consultants and developers focused on architecture, design, and implementation. Remain knowledgeable with current and future technologies and providing recommendations as needed to meet corporate IS objectives.
- Work closely with business and IS to provide application support and continuous improvements for the applications that are already in production and used extensively for day to day operations.
- Manage project development from initiation to closure, including being accountable for project results along with project sponsor/team.
- Clearly communicate expectations to team members and stakeholders.
- Effectively manage project scope by ensuring any changes to scope are documented and approved with project change request forms.
- Determine if external consultants or contractors will be required to complete project plan. If required, recruit and manage appropriate staffing and budgetary resources.
- Track and report on project milestones and provide status reports to sponsor/team.
- Lead, coach and motivate project team members on a proactive basis.
- Regular and reliable attendance and performance are required

Required Knowledge, Skills and Abilities

Knowledge of:
- Administrative principles and practices, including work planning and project budgeting, scheduling management and evaluation
- Principles and practices of employee supervision, including training and the evaluation of work performance
- Current developments, equipment, technology and methods of administering a broad program of information systems and services
- Project management theory, concepts and principles (e.g., theory of constraints, critical path methodology, project risk management, project scope management, project management life cycle, etc.)
- Project management tools and/or software packages
- Strategic, operational and technical & management skills
- Excellent communication, leadership, problem solving and analytical skills
- Superior analytical, evaluative, and problem-solving skills and comfort with ambiguity

Ability to:

- Conduct needs analysis, develop technical specifications, issue requisite procurement and budgetary documentation, plan, develop, test, and implement technology systems to improve operations and create efficiencies
- Demonstrate leadership managing people, including the ability to work and lead in project teams
- Work independently and manage multiple task assignments but also experience working in a team-oriented, collaborative environment
- Rapidly adapt and respond to changes in environment and priorities
- Elicit cooperation from senior management and other departments
- Demonstrate experience leading outsourced providers and maintaining partnerships with key vendors
- Work independently, show initiative, and effectively prioritize work
- Maintain good working relationship with users, internal Information Systems Department and with system software suppliers
- Effectively train a variety of users at different levels of knowledge and expertise
- Establish and maintain effective working relationships with District personnel, contractors, vendors and others

Minimum Qualifications

Education and/or Experience:

- Bachelor's degree in Computer Science, Information Systems, Software Engineering, Computer Engineering or other related technology major. Applicants who do not possess a degree should attach a statement supporting qualifying experience
- A minimum of four years industry/ IT experience and three years of project management experience leading large scale enterprise projects that requires fundamental change in business practice and automation to deliver significant value to business
- **PMI Certification is highly desirable.** Applicants who do not possess a certification should attach a statement supporting recent qualifying experience

Required License:

- Must possess and maintain a current, valid California driver's license and satisfactory driving record.

Physical Requirements:

Mobility to work in a typical office setting. Vision to read printed materials and a computer screen. Hearing and speech to communicate in person and over the telephone. Routine use of computer, telephone and other office equipment. Ability to travel to District facilities. May require some weekend and evening work.