**Class Summary**

The IT Project Manager – Senior (ITPM) oversees one or more medium to complex and/or enterprise projects with moderate to broad impact to a King County business unit or units. Projects are typically associated with a cross-functional operation that may span multiple lines of business, divisions, or departments; and may involve a significant degree of systems integration and/or vendor product implementation. The ITPM – Senior gathers required data from end-users to evaluate project objectives, goals, and scope; serves as liaisons between technical and non-technical agencies to ensure targets and requirements are met; develops detailed work plans, schedules, project estimates, resource plans, and status reports; provides technical and analytical guidance to the project team; implements major upgrades and/or replacements; and responds to Steering Committee oversight. The ITPM – Senior works under moderate supervision with key deliverables and duties being reviewed and may assist or coach less experienced team members.

**Distinguishing Characteristics**

This is the second level in a two-level classification series. This classification is distinguished from the IT Program/Product Manager classification in that incumbents in the IT Program/Product Manager oversee one or more highly complex and/or enterprise-wide products and/or initiatives that will significantly transform the operations of one or more King County agencies.

**Examples of Duties**

*In addition to the duties of the IT Project Manager, the IT Project Manager – Senior will:*

1. Work with project stakeholders and sponsors to identify goals, objectives, and approaches, including potential technology strategies and solution options.
2. Define project scope with project sponsor. Reviews requirements alongside business analysts and may assist or coach analysts for more complex solution requirements.
3. Ensure solution requirements are understood by the project team and approved by the Steering Committee.
4. Manage medium to large procurements including Requests for Proposals; develop statement of work (SOW) and other documentation required for the procurement; and lead project team through vendor procurement activities.
5. Collaborate with contract specialist to develop, negotiate, and review contracts associated with assigned projects.
6. Manage vendor relationships during project execution; review and manage approval process for vendor deliverables; manage and monitor vendor work progress and performance; negotiate and manage contract changes; implement corrective action plans as required; and manage approval process for vendor payments.
7. Coordinate development, review, and implementation of project plans for system integration, data migration, testing, training, and cutover; ensure business continuity during system implementation.
8. Manage communications and coordinate project activities with external agencies.
9. Conduct root cause analysis of projected budget discrepancies; manage medium to large budgets and funding releases.
10. May manage up to 2 scrum teams that support a product.
11. Coach less experienced team members.
12. Perform other duties as assigned.

**Knowledge/Skills**

Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Ability to work independently and as a team member

Demonstrated proficiency with business applications, such as Microsoft Office suite

**Education and Experience Requirements**

Any combination of education and experience that clearly demonstrates the ability to perform the job duties of the position

**Licensing, Certification and Other Requirements**

Some licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required

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| **FLSA Designation** | Exempt (Administrative) |
| **Service Status** | Career Service |
| **EEO Code** | 2 |
| **Levels within same series** | IT Project Manager, IT Project Manager Senior |
| **Class History** | 08/2022 - Created |