



CITY OF OMAHA CLASS SPECIFICATION

CLASSIFICATION TITLE: INFORMATION SYSTEMS PROJECT MANAGER

BARGAINING UNIT: CIV MANAGEMENT CODE NUMBER: 0255

PAY RANGE CODE: 26.2 MC REVISION DATE: 4/26/18

NATURE OF WORK:

This is professional, supervisory and technical work in the administration and maintenance of department specific (Finance, Human Resources, Planning, Public Works, Parks, Library, public safety, etc.) application software. Work involves providing overall technical management for a large application(s). It also involves coordinating with DOTComm to ensure that standards in equipment, software and systems are adhered to as well as close coordination with other division or department leaders.

The work also involves meeting with department directors and managers to explain and justify plans for purchases or modifications of existing data processing systems in the departments. The incumbent in this classification exercises considerable independence in the performance of duties, supervises subordinates, and receives general guidance from a superior.

ESSENTIAL FUNCTIONS: *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)*

Manages the full project life cycle for various projects assigned; performing project management tasks including providing ongoing feedback/status of projects, identifying variances to plan, proposing solutions and alternatives for variances. Manages vendor relationships with application service provider hosting application/databases, serves as primary point of contact, authorizes modifications to production environment, manages outstanding service requests and production and development instances. Manages workload to deliver timely, quality deliverables that meet requirements.

Directs and supervises professional and technical staff in the development and revision of computerized systems/applications; planning, designing, developing implementing and managing projects, programs, new systems or enhancement to current systems; and ensuring that standards and controls are maintained.

Coordinates with members of DOTComm in the research and acquisition of new systems and current system enhancements. Coordinates all connectivity between vendor and DOTComm and the application and DOTComm services (i.e. ADFS etc.)

Determines the feasibility of computerizing manual system or converting older (legacy) systems to systems using current technology. Determines and recommends systems to accommodate the proposed plans ensuring compliance with methodologies and procedures established by DOTComm.

Supervises and participates in the maintenance and administration of department specific applications. Also supervises and participates in the designing of programs to meet specific needs of the users, and training (including the coordination of vendor provided training) the user in the operation of their systems.

Establishes implements and maintains the security policy for departmental specific automated computer systems.

Monitors and manages the progress of department projects and compiles reports relating to project costs, time frames, resource utilization and other pertinent factors.

Provides project management for the implementation of new systems and enhancements of current system with other City departments, DOTComm, project committees, executive steering committees, department directors and other necessary personnel.

Plans, coordinates, and schedules system patching/upgrades/maintenance/database cloning of department COTS/Cloud Operations software including documentation of patch level, software version, scheduled and emergency maintenance and integrating 3rd party software applications.

Plans, schedules, trains, assigns, follows up on work of, and disciplines subordinate personnel.

Participates in the interview and selection process of subordinate personnel.

Conducts research of the computer industry to be able to cite and explain the features of software innovations. Maintains knowledge of current technologies through research, periodicals, vendors, user groups etc.

Meets with consultants or vendors to ascertain optimum methods to meet data processing needs of the department and with dealers and manufacturers to arrange interviews, seminars, and demonstrations.

Compiles and documents department technology (software, hardware, license agreements etc.) budget requests and monitors expenditures.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Knowledge of multiple department specific software modules and their interfaces, reports, enhancements and workflow.

Knowledge of SQL programming language.

Knowledge of department specific processes and procedures.

Knowledge of relational database design and development.

Skill in researching short and long term need of the assigned department and to plan for the accommodation of those needs.

Skill in the interpretation of technological terms and ideas to be understandable to users.

Ability to prepare and implement projects using standard project planning methodologies.

Ability to develop, explain, and install new procedures and to alter them as needs change.

Ability to plan, schedule, oversee and evaluate the work of technically oriented subordinates.

Ability to investigate data processing issues, diagnose problems promptly, and prescribe optimum solutions or changes as needed.

Ability to foresee changes in the needs of users and be able to assist them in planning the most efficient, cost saving conversions.

Ability to communicate and coordinate with project committee members/leaders, executive steering committee, DOTComm, departmental personnel, and others.

Ability to understand written and oral instructions.

Ability to establish and maintain effective working relationships with governmental officials, fellow employees, and members of the general public.

Ability to learn and adapt to advances in computer and electronics device technology and software.

Ability to adhere to safety policies, procedures and guidelines.

Ability to sit from 51 to 75% of the time, type from 26 to 50% of the time, and to climb, reach, balance, bend, stoop, squat, kneel, crouch, crawl, stand, walk, push, pull, and lift from 0 to 25% of the time.

Ability to use up to ten pounds of force to move objects up to 33% of the time and to use lesser amounts of force to move objects from 34% to 100% of the time.

EDUCATION AND EXPERIENCE: *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

Bachelor's degree in Business Administration, Computer Science or a related field;

AND

Three (3) years of experience in the maintenance and administration of a business application software package. One year of which included being involved in the selection of and/or negotiation of a large software purchases and/or contracted (Cloud Suite) services.

OR

An equivalent combination of education and experience.

WORKING CONDITIONS: *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)*

Work is performed primarily in an office setting amid normal conditions of dust, odors, fumes, and noise.

EQUIPMENT OPERATION: *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Computer and Attached Hardware

Computer Software Packages

Printer

Copier

Telephone

Facsimile Machine

Previous Revision Date(s): 4/19/94