Project Manager

Job Description

Position Information

Position Title	Project Manager
Position Number	
Department	Information Technology Service
Reports to (Title)	PMO Manager

Seated Employee

Employee First Name

Employee Last Name

Job Summary
In three to five sentences, please briefly describe the job's primary purpose to the department.

Job Summary

The Project Manager manages technology and business improvement projects for Information Technology Services as well as cross-divisional projects in support of Grinnell College's institutional goals. Under the direction of the Project Management Office (PMO) Manager, the Project Manager is responsible for using standard project management practices to help teams achieve the desired project objectives. This position requires excellent planning, collaboration, facilitation, and communication skills to build trust and create clarity amidst dynamic systems and changing circumstances. The Project Manager also provides guidance and expertise to faculty and staff on project management tools for non-PMO projects and supports ongoing improvement in and evolution of the PMO.

Preferred skills and experience:

·   The ability to solve problems creatively and resourcefully

·   Excellent organization, time-management, documentation, communication, and interpersonal skills.

·   The ability to communicate, motivate and persuade the project team, and gain support from stakeholders to achieve the desired project goals.

·   A minimum of three years managing multiple, complex, and large-scope projects using standard methodologies and toolsets.

·   Experience with vendor selection, management, and conflict resolution.

·   Certification in project management (or agreement to become certified within a year of employment).

·   Use of a project management/portfolio management platform.

·   Experience in higher education and working with team members with diverse perspectives.

Position Summary Information

Select the level of education needed to successfully accomplish the essential duties of this job.

Associate's degree or equivalent from two-year college or technical school

If a specific degree, certification, license, or registration is necessary, please list.

n/a

Select the level of experience needed to successfully start the position and accomplish the essential duties of this job.

Three years or more

Preferred Qualifications   n/a

FLSA Category   Exempt

Staff/Faculty   Staff

Employment Status   Full-Time

Employment Category   Regular

Essential Staff (emergency situations)?   No

On-Call?   No

Essential Responsibilities

List the job's most important responsibilities. There are probably no more than six of these. Also indicate the approximate percent of time spent on each job function. (Note: Do not record how the job responsibilities are carried out.)

Essential Responsibility percentage of time needs to equal 100%

Responsibility

Manage multiple projects using PMO standards
- Collaborate with sponsors to clarify business needs, project objectives, preliminary requirements, success criteria, and completion date; identify stakeholders and team members; and ensure that project outcomes are achieved.
- Develop, execute, and revise project plans (including communications, testing, training, user documentation, and change management) using predictive, adaptive or hybrid approaches.
- Coordinate tasks, activities,and schedules with technical and functional team members and vendors.
- Foster team development, encouraging leadership behaviors among team members and progress towards shared goals.
- Document and work to resolve risks and issues in a timely manner.
- Manage team meetings, stakeholder communications, team engagement, project resources, and vendor relationships to keep operations running smoothly.
- Maintain essential project documentation per PMO standards (project charter, project plan, change orders, schedule, meeting notes, status reports, operations handoff/transition plan, and closure reports).

Percentage Of Time   75

Responsibility

Provide project management consultation for non-PMO projects
- Instruct employees on the use of PMO templates and project management practices, as requested.

Percentage Of Time   10

Responsibility

Complete ongoing professional education to maintain project management certification and job-related skills

- Take continuing education to satisfy annual professional development goals identified in partnership with the PMO Manager.

Percentage Of Time	10
Responsibility	**Support the improvement and evolution of the PMO** - Help to refine project management templates and tools. - Contribute to developing and leading training on project management topics. - Assist in documenting project success stories and benefits to the institution. - Other duties as assigned.
Percentage Of Time	5

General Responsibilities

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(1) Maintain regular attendance in accordance with department policy.

(2) Comply with all safety policies, practices and procedures. Report all unsafe activities to supervisor and/or Human Resources.

(3) Understand and comply with the policies of the College Staff Handbook.

(4) Demonstrate commitment to customer service. Establish effective relationships with internal and external customers and respond to their needs.

(5) Perform duties as a team member in a manner supportive of department and College procedures, policies and goals.

(6) Protect confidentiality of College information.

(7) Provide leadership to others through example and sharing of knowledge/skill.

(8) Communicate with others in a courteous and helpful manner.

(9) May be asked to fill positions considered essential during weather emergencies or other events requiring special staffing.

(10) Perform other duties as assigned.

Supervisory Responsibilities

Does this job have supervisory responsibilities?   No

If yes, then check all that are supervised by this position.

Supervise Student Staff   No

If you supervise student staff, enter approximately how many and the total hours? (e.g., 2 students/XX hours)

Supervise Non-Exempt Staff   No

If you supervise non-exempt staff please enter the number.

Supervise Exempt Staff   No

If you supervise exempt staff please enter the number.

Select the level of supervision that

this position provides.

Supervision Received

Select the level of supervision that this position receives from their supervisor.	General supervision: routine duties are performed with minimal supervision; standard practices or procedures allow me to proceed alone at routine work; occasional check of work while in progress; work is reviewed upon completion.

Computer Operations

Please check one of the following	Demonstrated use of intermediate computer operations (relational databases, and operating systems) and intermediate software packages (word processing, spreadsheet, graphics, etc.)

Travel

Please check one of the following	Minimal overnight travel (up to 10%) by land and/or air.

Essential Function Analysis

Accurate identification of essential and marginal functions and the time required is important for making a variety of personnel decisions, including recruitment, hiring, performance evaluation, discipline, training and accommodation. The analysis explains the components of the job by identifying who, what, why, how much, and when.

Essential functions are those functions that individual must be able to perform either unaided or with the assistance of a reasonable accommodation. A job function may be considered essential if it meets one of the following criteria:

- the position exists for performance of the function;
- a limited number of employees can perform the function, and it, therefore cannot be reassigned;
- the function is specialized and requires certain expertise to perform it.

Many jobs will also have marginal functions. Marginal functions are those that may be performed by the position but are not tasks critical to job success, can be completed in a number of ways by a variety of people, and are not the primary functions for which the position exists.

Mental/Cognitive Requirements

How much on-the-job time is spent in the following mental/cognitive activities? Show the amount of time by checking the appropriate boxes below.

Analyzing information or data	Under 1/3
- Essential or Marginal?	Marginal
Effective communication skills	Over 2/3
- Essential or Marginal?	Essential
Composing & comprehending communication materials	1/3 to 2/3
- Essential or Marginal?	Essential
Establishing effective interpersonal relationships	1/3 to 2/3
- Essential or Marginal?	Essential
Adjusting to changes (work load, environment, department structure, etc.)	Under 1/3
- Essential or Marginal?	Marginal

Using logic to define problems, collect information, establish facts, draw valid conclusions, etc	Under 1/3
- Essential or Marginal?	Marginal
Making decisions of moderate to substantial consequence	1/3 to 2/3
- Essential or Marginal?	Essential
Performing mathematical calculations	Under 1/3
- Essential or Marginal?	Marginal
Editing reports or technical materials	Under 1/3
- Essential or Marginal?	Marginal
Planning and organizing (work load, schedules, events, etc.)	Over 2/3
- Essential or Marginal?	Essential
Handle stressful, emotional and/or frustrating situations	1/3 to 2/3
- Essential or Marginal?	Essential
Working with numerous distractions	1/3 to 2/3
- Essential or Marginal?	Essential
Working under a time pressure and within timelines/deadlines	Over 2/3
- Essential or Marginal?	Essential
Coordinating work with others	1/3 to 2/3
- Essential or Marginal?	Essential
Handling multiple assignments and priorities	Over 2/3
- Essential or Marginal?	Essential
Completing work in an accurate manner	Over 2/3
- Essential or Marginal?	Essential
Concentrating - maintaining attention to details and task	Over 2/3
- Essential or Marginal?	Essential
Memory functions (remembering names, details and procedures)	1/3 to 2/3
- Essential or Marginal?	Essential

Physical Requirements
How much on-the-job time is spent in the following physical activities? Show the amount of time by checking the appropriate boxes below.

Remaining in a stationary position	1/3 to 2/3

Traverse/move locations	Under 1/3
Ascend or descend between floors	Under 1/3
Reach with hands and arms	Under 1/3
Ascend or descend ladder	None
Position self to access small or restricted spaces	None
Communicate or exchange information	Over 2/3
Detect specific flavors or odors	None

Does this job require that weight be moved or force be exerted? If so, how much and how often? Check the appropriate boxes below.

Weight lifted or force exerted: up to 10 pounds (with or without assisted device)	Under 1/3
Weight lifted or force exerted: up to 25 pounds (with or without assisted device)	None
Weight lifted or force exerted: up to 50 pounds (with or without assisted device)	None
Weight lifted or force exerted: up to 100 pounds (with or without assisted device)	None
Weight lifted or force exerted: more than 100 pounds (with or without assisted device)	None
Please check one of the following	Light physical activity performing non-strenuous daily activities.
Does this job have any essential vision requirements? Check all that apply.	Close vision (clear vision at 20 inches or less)

Work Environment
How much exposure to the following environmental conditions does this job require? Show the amount of time by checking the appropriate boxes below.

Wet or humid conditions (non-weather)	None
Extreme cold (non-weather)	None
Extreme heat (non-weather)	None
Outdoor weather conditions	Under 1/3
Work near moving mechanical parts	None
Work in high, precarious places	None
Air Contamination (i.e., dust, fume, smoke, toxic conditions, disagreeable odors)	None

Toxic or caustic chemicals	None
Work with explosives	None
Risk of electrical shock	None
Vibration (i.e. operating jackhammer, impact wrench)	None
Risk of radiation	None
Confined Spaces	None
Please check one or more of the following locations where this job would work	Well-lighted, heated and/or air-conditioned indoor setting with adequate ventilation.
How much noise is typical for the work environment of this job? Check the appropriate level below.	Moderate noise (examples: business office with computers and printers, light traffic)
Additional Information	
Include any other physical, mental or environmental information that will aid in the preparation of an accurate description of this job.	

Position Documents

No documents have been attached.