

## CITY OF COVINA

### SENIOR INFORMATION TECHNOLOGY COORDINATOR

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities that are associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

#### **DEFINITION:**

Under general direction of the Information Technology (IT) Services Manager plans, coordinates and supervises the activities of IT projections; designs business solutions, identifies, evaluates and develops methods and procedures that provide effective business practices; maintains communication across the organization to ensure all projects are completed; assesses resource loads to appropriate individual assignments; performs related tasks within area of assignment; and stays abreast of current and future IT needs of the City.

#### **DISTINGUISHING CHARACTERISTICS:**

The **Project Manager** is the mid-management level classification responsible for planning and managing all projects related to Information Technology Division.

#### **SUPERVISION RECEIVED/EXERCISED:**

Receives general direction from the IT Manager. Exercises technical and functional supervision over IT staff and contract workers as related to IT projects.

#### **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Plans, coordinates and supervises the activities of IT projects; coordinates and monitors resource planning and project portfolios for department and citywide projects; ensures cooperation between external departments and internal IT personnel to meet project deadlines; responsible for special projects and initiatives.
- Assigns appropriate support resources for projects and enhancements; makes certain that tasks are completed within time, scope and budget; develops and supports standards, processes and procedures to ensure projects are delivered accurately by assigned personnel.
- Supervises project tasks and professional personnel; creates and maintains staffing plans to meet task demands and project deliverables; reviews completed projects to validate accuracy and completeness within project goals and IT guidelines.
- Develops and implements support policies, standards and procedures; directs project and program management process education to departments, internal IT personnel and project team.

- Develops schedules and methods for performing assigned duties; maintain appropriate work records and documents as related to IT projects attends and participates in professional group meetings.
- Serves as a resource to the City; plan and supervise IT projects with other departments; and provide information and resources as necessary.
- Establishes positive working relationships with representatives of community organizations, state/ local agencies and associations, City management and staff, and the public.
- Stays abreast on current trends and technology innovations within the field of Information Systems Technology.
- Perform other related duties as required.

**PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near and far vision in written reports and work related documents. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper, documents and equipment weighing more than 25 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

**Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Project Manager. A typical way of obtaining the required qualifications is to have the equivalent of three years directly related progressive experience in information technology and two additional years in managing IT project management experience. A Bachelor's Degree in Computer Information Systems or IT related field is required. A Project Management Professional (PMP) Certificate is strongly desirable.

**License/Certificate:**

Possession of a valid class C California driver's license.

Possession of a Bachelor's degree in Computer Information Systems.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

**Knowledge of:**

Research, analysis, design, implementation and support for hardware and software.  
Principles, practices and methods of project management as it relates to IT systems  
Project management tools such as Microsoft project  
Project Management Body of Knowledge (PMBOK)  
Goal setting, program and budget development, work planning and organization methods  
Methods and techniques of programming and systems analysis  
Principles and practices of information technology.  
Principles of supervision, training and performance evaluation  
Principles and practices of creating business requirements  
Project plans, project schedules and associated project materials  
Pertinent Federal, State and local laws, codes and regulations  
Methods and techniques of evaluating IT project and operational performance.

**Ability to:**

Courteously respond to organizational issues, concerns and needs.  
Support hardware and software applications;  
Understand application deployment, software development and infrastructure project lifecycles  
Supervise and manage project teams  
Initiate and present effective questions to resolve business issues  
Effectively manage time, prioritize work, multi-task and delegate assignments  
Assess the impact of new project requirements with existing workload  
Produce technical written and clear deliverables  
Plan and organize project staff  
Review and evaluate the work of professional and support staff as related to project  
Develop, implement and interpret project goals, objectives, policies, procedures  
Communicate effectively, both orally and in writing  
Establish and maintain cooperative working relationships with city employees and officials  
Prepare management and financial reports  
Analyze problems, identify alternative solutions, project consequences of proposed actions  
Implement recommendations in support of project goals  
Research, analyze and evaluate new service delivery methods and techniques.

**Skill to:**

Operate a motor vehicle on City streets.  
Operate tools needed for the repair of computer hardware and software  
Operate an office computer and Microsoft Office Applications