BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: IT Project Manager

DEPARTMENT: Information Technology

FUNCTION: Coordinates and leads Information Technology (IT) strategic and tactical project planning activities. Manages full project life cycles and ensures quality work is done on time and within budget.

REPORTS TO: Executive Director of Information Technology

SUPERVISES: IT Project Coordinator

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Coordinates and leads IT strategic and tactical project planning activities; ensures adherence to Project Management (PM) methodologies and procedures.
2. Manages third-party contractors and IT project implementations that are on time and budget.
3. Analyzes needs, defines project objectives and oversees quality control throughout the project life cycle; revises work plans as needed and documents technical and project information.
4. Oversees the establishment of project metrics and produces project status report summaries.
5. Prepares, tracks, monitors, and adheres to an annual budget.
6. Acts as performance manager for all direct reports including managing day to day performance, producing and communicating written performance evaluations, approving requested time off, and other points of compliance with HR rules, regulations and unit collective bargaining agreements.
7. Subject to senior management review and final board approval, has the responsibility, power and authority to hire, fire, discipline and promote full and part-time employees.
8. Act as technical resource and performs additional tasks or duties as assigned by the Executive Director of Information Technology or other designated management.
9. Assist in procurement of project hardware and software.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Has intermediate proficiency in the use of the Microsoft Office suite. Exhibits strong skills in:


• Leadership
• Managing People
• Communication
• Customer and Student Focus
• Building Relationships
• Organizing
• Planning

**Education:** Bachelor’s degree in Information Technology or related field OR Associates Degree with five years of work related experience leading projects required. Project Management Professional (PMP) Certification or equivalent is a strong plus.

**Experience:** Minimum of 2 years in project management in an IT environment required; familiarity with IT Governance and Best Practices would be a plus. Must have scheduling and budgetary management experience and proven track record for promoting and sustaining excellent customer service.

*Bergen Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, disability, or veteran status.*

Submitted by: _____________________ Date: ____________
Name/Title

Approved by: _____________________ Date: ____________
Name/Title

Reviewed by: _____________________ Date: ____________
    Human Resources

Board Approval: _____________________ Date: ____________
    Board Approval

**THE COLLEGE RESERVES THE RIGHT TO MODIFY JOB DESCRIPTIONS AT ANY TIME WITH OR WITHOUT NOTICE**