

GEORGETOWN UNIVERSITY INFORMATION TECHNOLOGY POSITION DESCRIPTION JOB CLASS TITLE: PROJECT MANAGEMENT	PIN:
	Date:
Please check one: <input type="checkbox"/> New <input type="checkbox"/> Revised <input type="checkbox"/> Updated for files only	

A. General Information:

Name of Incumbent:	
Class Code: 2267	Departmental Position Title:
Supervisor (Name, Title and Phone):	
Home Dept.#:	Dept. Name:
Cost Center(s):	
Is this a Term position? <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, Exp. Date:
Number of months per year:	Number of hours per week:

B. Position Summary: *This should explain why the position exists. Choose one level only which describes how the position functions 80% of the time..*

<p><input type="checkbox"/> Intermediate level: This position is responsible for the implementation coordination/management of projects. Using advanced planning skills and technical knowledge position would perform semi-complex, relatively varied tasks to coordinate a single focus project, such as a voice communication system project, from kickoff through completion. In a clearly defined environment, this position has accountability to resolve problems and issues using a high level of analytical, interpretive or constructive thinking. Receives periodic direction and very general supervision.</p> <p><input type="checkbox"/> Advanced level: This position is responsible for the implementation coordination/management of projects. Using advanced planning skills and technical knowledge position would perform complex, varied tasks and processes to coordinate a multi-focused project, from kickoff through completion. In a broadly defined environment, this position has accountability to resolve problems and issues using analytical, interpretive or constructive thinking. Receives periodic direction and little guidance from supervisor.</p> <p><input type="checkbox"/> Senior level: Using advanced planning skills and technical knowledge position would perform very complex, very intricate tasks to coordinate and manage a strategic, mission critical, complex, large scale project. Has primary decision making responsibility. In a broadly defined environment, this position has high level accountability to resolve problems and issues using analytical, interpretive or constructive thinking. Receives periodic direction from supervisor.</p>

C. Organizational Characteristics: *Reporting relationships affecting the position. Please attach organizational chart.*

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D. Principal Accountabilities: Select only those duties which directly apply to the position you are describing. You may expand on duty statements for clarity. You may add duties which are not listed, but which you feel are important. List each responsibility and indicate percentage of effort (time) required. Percentages must equal 100%. You must indicate whether an accountability is Essential (E) or Non-Essential (NE) for Americans with Disabilities Act purposes.

1. (%) <input type="checkbox"/> E <input type="checkbox"/> NE	Define the project objectives and scope; goals, outcomes, success measures, end condition outcomes, etc.
2. (%) <input type="checkbox"/> E <input type="checkbox"/> NE	Be knowledgeable and prepared to handle how a change in one area will affect another area.
3. (%) <input type="checkbox"/> E <input type="checkbox"/> NE	Responsible for project monitoring and control monitoring, re-planning, reporting, quality management in project and administration.
4. (%) <input type="checkbox"/> E <input type="checkbox"/> NE	Responsible for performing operational risk assessment.
5. (%) <input type="checkbox"/> E <input type="checkbox"/> NE	Assures that information technology projects are implemented correctly from a time management perspective.
6. (%) <input type="checkbox"/> E <input type="checkbox"/> NE	Develops and maintains essential project documentation plus recommends project documentation standards for all mission critical projects.
7. (%) <input type="checkbox"/> E <input type="checkbox"/> NE	Assures that information technology projects are implemented correctly from a financial perspective.
8. (%) <input type="checkbox"/> E <input type="checkbox"/> NE	Maintains regular communications with appropriate parties and management teams.
9. (%) <input type="checkbox"/> E <input type="checkbox"/> NE	Ensures that projects adhere to University technology guidelines as defined by the Chief IT Architect and CIO.
10. (%) <input type="checkbox"/> E <input type="checkbox"/> NE	Administration and coordination of project planning
11. (%) <input type="checkbox"/> E <input type="checkbox"/> NE	Facilitates the development and integration of projects.
12. (%) <input type="checkbox"/> E <input type="checkbox"/> NE	Provide technical knowledge, critical and analytical advice for special problem resolution.
13. (%) <input type="checkbox"/> E <input type="checkbox"/> NE	Research and analysis on developing standards and vendor products that could impact our delivery or development of services. Communicates these findings back to the project teams and to University committees as necessary.
14. (%) <input type="checkbox"/> E <input type="checkbox"/> NE	Researches what other Universities have accomplished and negotiated with vendors.
15. (%) <input type="checkbox"/> E <input type="checkbox"/> NE	Studies trend analysis and keeps current with new developments in technology and standards relevant to the networked environment at GU. Work with various teams to test new technologies.
16. (%) <input type="checkbox"/> E <input type="checkbox"/> NE	Works with development and operational teams to integrate new services into the university infrastructure.
17. (%) <input type="checkbox"/> E <input type="checkbox"/> NE	Works closely with Network Planning and Design, UIS Enterprise LAN Services and the UIS Integrated Applications teams to provide seamless integration of new services.
18. (%) <input type="checkbox"/> E <input type="checkbox"/> NE	Participates in providing support for existing infrastructure.

19. (%) <input type="checkbox"/> E <input type="checkbox"/> NE	Provide assistance to other UIS staff in the deployment of configuration, migrations, and upgrades when needed.
20. (%) <input type="checkbox"/> E <input type="checkbox"/> NE	

E. Dimensions:

Number of Persons Supervised:	Direct:	Indirect:
Number of Students Supervised:	Direct:	Indirect:

Leadership: *Check the most descriptive statement for the job as a whole.*

- 1) “Work/Project Leader”: answers general questions and provides assistance; maintains assignment completion schedules; performs the same tasks as others.
- 2) “Team Leader”: advises and directs the teams; answers complex questions functioning as an expert resource; maintains assignment completion schedules. Performs the same and higher level tasks.
- 3) Supervisor: participates in the selection process of new employees; assists with performance appraisals; disciplinary problems are referred to a higher level. Performs similar and higher level tasks.
- 4) Supervisor: solely responsible for hire/fire decisions; performance appraisals; employee training and development; handles disciplinary problems. **This person will be evaluated on these decisions.**
- 5) Supervisor: responsible for multiple units or areas, each with supervisors who have hire/fire authority.
- 6) Not applicable to this position.

Complexity of Work: *Check the most descriptive statement*

- 1) Routine: Primarily deals in one singularly directed functional area. Awareness of related areas is not significant.
- 2) Semi-complex: Requires some integration of different but relatively similar bodies of knowledge and/or functions. Some analytical ability becomes prevalent.
- 3) Complex: Functions differ significantly from each other or a major function is broad and requires integration of differing complicated bodies of knowledge. Analytical ability is clearly required.
- 4) Very Complex: Involves complicated bodies of knowledge/functions that differ substantially from each other.

Freedom of Action: *Check the most descriptive statement*

- 1) General Supervision: Proceeds on regular tasks, referring questionable situations to supervisor.
- 2) Very General Supervision: Resolves most questions, accomplishes most tasks without guidance.
- 3) Little Guidance: Performs complex functions, establishes priorities, resolves issues, rarely refers to supervisor.
- 4) Plans, develops, and implements functions/projects for functional unit(s) or team(s).
- 5) Other (explain):

Impact: *Check the most descriptive statement*

- 1) Decisions could positively or negatively affect the immediate work, individual user or group of users.
- 2) Decisions could positively or negatively affect a large group of users, entire department, or networked systems.
- 3) Decisions could positively or negatively affect multiple departments.
- 4) Other (explain):

Interactions: *Check the most descriptive statement and describe contacts*

- 1) Exchange basic information and normally requires ordinary courtesy and effectiveness in informing others.
 - 2) Exchange and interpret information requiring understanding to influence others.
 - 3) Exchange, analyze, and interpret information requiring various approaches to influence others.
- Describe the people with whom this position has regular contact. Identify level and title of GU positions or describe persons outside GU:

Fiscal Responsibility:

Budget responsibilities (creation or disposition) or salary dollars:
Capital inventory affected:

Physical Working Conditions: *Describe physical environment, lifting, walking, fumes, odors, etc.*

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F. Minimum Qualifications:

Academic Level: <input type="checkbox"/> High School <input type="checkbox"/> College <input type="checkbox"/> Bachelor's <input type="checkbox"/> Master's <input type="checkbox"/> Doctorate Degree Program (list):
Practical Experience in Years: <input type="checkbox"/> 1) Intermediate level: 3-5 years work experience in <input type="checkbox"/> 2) Advanced level: 5-7 years work experience in <input type="checkbox"/> 3) Senior level: 7+ years work experience in
Technical Qualifications or Specialized Certification:
Other Skills:

G. Additional Information About this Position:

Supplementary information as applicable. List responsibilities that have changed since the last position description was done, or reasoning behind creating a new position. List all special skills required, characterized as mandatory or desired.

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H. Signatures:

Incumbent:
Supervisor:
Dept. Head or Authorizing:

Attach Organizational Chart