

City of Portland

**CLASS SPECIFICATION**  
**TECHNOLOGY CAPITAL PROJECT MANAGER**

**[CLASS CODE]**

**[ESTABLISHED DATE]**

**CLASSIFICATION SUMMARY**

Reports to a Manager or other management-level position. Under general direction, leads, plans, and manages complex Citywide or Bureau-/Office-specific information systems projects or technology infrastructure, and oversees internal and external stakeholder collaboration.

Responsibilities include: supervising the work of staff in providing technical and functional support over projects to implement, upgrade, enhance or replace critical information software systems; implementing, coordinating, and supervising a team in information systems projects; managing software replacement, implementation, and upgrading projects; ensuring process and program compliance; and overseeing and administering workload of subordinate staff.

**DISTINGUISHING CHARACTERISTICS**

Technology Capital Project Manager is a distinct classification.

Technology Capital Project Manager is distinguished from Business Systems Analyst III in that the former is responsible for complex information technology implementation or enhancement projects from inception to completion.

**ESSENTIAL FUNCTIONS**

Depending on the assignment, the incumbent may perform a combination of some or all of the following duties, and perform related duties as assigned.

General Duties:

1. Leads or supervise staff; develop performance requirements and personal development targets; develop job duties and responsibilities; monitor and evaluate performance, provide coaching for performance improvement and development, and complete annual performance reviews; recommend discipline as necessary.
2. Provide technical and functional supervision over assigned staff; plan, prioritize, delegate, and review the work of staff, establish schedules and monitor performance; oversee complex business processes and tasks.
3. Manage the planning and implementation of projects that span multiple Bureaus/Offices; develop and implement project plans; facilitate the definition of project scope, goals, milestones and deliverables; define project tasks and resource requirements.
4. Consult with other Bureau/Office management, outside agencies, vendor, and end users to identify business needs; manage customer expectations; create and maintain comprehensive project documentation; establish, maintain and manage relationships with stakeholders.
5. Ensure process and program compliance with federal, state, local, and industry laws, regulations, rules, and policies.
6. Provide leadership to attract, develop, and retain diverse, highly competent, service-oriented staff that support the City's and Bureau/Office's mission, objectives, and service expectations; create and promote an equitable workplace that demonstrates an environment respectful of living and

working in a multicultural society; ensure that employees are provided with guidance and opportunity to correct deficiencies, and appropriate discipline procedures are implemented.

7. Ensure that critical unit functions are completed, and tasks and duties assigned to staff are achieved within schedule and budget, or progressing as scheduled.
8. Prepare and monitor the capital and operating budgets of assigned unit; oversee the process for solicitation and payment of vendors; coordinate internal and external acquisition approvals; administer various contracts and agreements.

### **SUPERVISION RECEIVED AND EXERCISED**

The work of this classification is performed under general direction by a Manager, or other management-level position

May directly supervise subordinates. May indirectly supervise staff assigned to subordinate supervisors.

### **KNOWLEDGE/SKILLS/ABILITIES REQUIRED**

1. Knowledge of and the ability to apply principles of supervision, training, and performance evaluation.
2. Advanced knowledge of methods and techniques used in the installation, troubleshooting, upgrading, and problem resolution of software and other information systems.
3. Thorough knowledge of relevant statutes, regulations, and ordinances, and the ability to analyze, interpret, explain, and apply them.
4. Thorough knowledge of principles, practices, and techniques of systems analysis, information technology and communications systems management, including application design, hardware and software applications, and equipment.
5. Knowledge of and ability to apply principles, tools, and techniques for information technology project planning and management.
6. Knowledge of principles and standards of employee supervision, including training, scheduling, and performance evaluation.
7. Knowledge of fundamentals and methods of planning, organizing, and allocating work to subordinate staff.
8. Knowledge of principles and practices of business communication and program administration.
9. Ability to design, test, implement, manage, and support complex technology solutions.
10. Ability to communicate effectively, both verbally and in writing; present information, proposals, and recommendations clearly and persuasively.
11. Ability to apply analytic and problem-solving skills to independently develop sound decisions, conclusions, and recommendations.
12. Ability to establish and maintain effective working relationships with those contacted in the course of work; demonstrate tact, diplomacy, patience, and gain cooperation through discussion and collaboration.
13. Ability to lead or supervise a multicultural workforce, promote an equitable workplace environment, and apply equitable program practices to diverse and complex City services.
14. Ability to analyze customer business, communication, and information technology needs; identify alternative technological approaches; develop integrated, efficient, and cost-effective implementation plans.
15. May require ability to supervise and direct a diverse group of non-technical and technical staff.

### **MINIMUM QUALIFICATIONS REQUIRED**

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable.

**Education/Training:** Bachelor's degree from an accredited college or university with major course work in business administration, information technology, computer science, or related field;

AND

**Experience:** Seven (7) years progressively responsible experience with integrated system configuration, business process analysis, project management, and data modeling, or related field, including two (2) years in a supervisory role.

**Special Requirements and/or Qualifications:**

Specific experience or qualifications may be required for certain positions.

A valid state driver's license may be required for certain positions.

**Preferred Qualifications:**

Experience working for a public agency.

Project Management Professional (PMP) certification

Minimum Salary: xxxxx per [pay period, month, annual]

Maximum Salary: yyyyy per [pay period, month, annual]

Bargaining Unit: Non-represented

FLSA Status: Exempt

HISTORY

Revision Dates: