

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 1882

**TITLE:** INFORMATION TECHNOLOGY PROJECT MANAGER II

**GRADE:** S-31

**DEFINITION:**

Under limited supervision, manages and coordinates the activities of a group of professional, technical, and/or administrative County and contract employees involved in the design, development and implementation of a new information technology project or a major enhancement of an existing system or technology infrastructure; the project is budgeted at more than one but less than ten million dollars and expected to have an impact generally limited to two or three agencies; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

This is managerial/supervisory work ensuring the effective project management of a medium development project or major enhancement project. It is distinguished from the Information Technology Project Manager I and III by the size of the project, based on budgeted funds and the expected scope of the project's impact. An Information Technology Project Manager II would typically oversee a project costing more than one but less than two million dollars and generally expected to impact no more than two or three agencies.

**ILLUSTRATIVE DUTIES:**

Plans, organizes, and directs the activities of a large group of professional, technical, and/or administrative personnel (both employees and contractors) in the design, development, and installation of a new information technology project or major enhancement; plans, manages, coordinates and controls complex work tasks;

Provides guidance, technical assistance, and training to subordinate staff through formal and informal evaluations;

Provides work related counseling as needed;

Arranges for special technical training as needed;

Manages contracts;

Prepares budgets and oversees expenditures related to project;

Prepares reports and recommendations;

Selects project leaders for various development phases and assigns staff to various efforts;

Establishes systems development schedules, priorities, and standards;

Confers with development staff to monitor progress and problems;

Prepares progress reports for appropriate management;

Evaluates computer hardware, software, and related information resource technology;

Assures that system design and development meets the needs and requirements of user agencies;

Assures effective communication and coordination among all involved in/affected by the project;

Assures effective system documentation;

Serves on special committees and task forces as needed;

Undertakes special projects;

Oversees RFP processes related to the project.

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**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of modern methods and techniques of information systems project management;

Thorough knowledge of the capabilities and requirements of various computer and/or telecommunications/network platforms functioning in centralized, distributed, client server, and stand-alone operating environments;

Thorough knowledge of multi-platform computer programs and/or large scale telecommunications network design and configuration;

Thorough knowledge of the principles of systems analysis and programming;

Thorough knowledge of effective supervisory practices, methods, and techniques;

Skill in communicating technical ideas clearly and in translating user information requirements for effective system use;

Ability to translate technical terminology in terms understandable to management and employees;

Ability to make decisions based on factual data, and to evaluate the progress or success of computerized projects and systems;

Ability to efficiently monitor program development and thoroughly document necessary system modifications and enhancements;

Ability to plan, organize, coordinate, assign, and evaluate the work of subordinate staff;

Ability to establish and maintain effective business relationships;

Ability to use project management software to schedule projects and monitor progress.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience, and training equivalent to the following:

Possession of a bachelor's degree in computer science, or related field, and specific training in project management; PLUS

Four years' experience in systems design, development, and maintenance; one year of which must have been as a project manager in a complex information systems environment including supervisory responsibility for internal/contractor staff.

**CERTIFICATES AND LICENSES REQUIRED:**

None.

ESTABLISHED:      May 24, 1999