

NEW MEXICO JUDICIAL BRANCH

INFORMATION TECHNOLOGY PROJECT MANAGER

This job description is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions performed.

SUMMARY

Under general supervision, plan and oversee assigned aspects of information technology (IT) projects.

QUALIFICATIONS

Education: Bachelors' degree in business administration or management with a technology emphasis, project management, computer science, or IT related engineering or other related field.

Education Substitution: Three (3) years relevant experience, and/or a combination of relevant experience and technical education will substitute for education on a year for year basis.

Experience: Two (2) years of general IT experience. The following specific experience must be included within the general experience requirements:

- one (1) year of experience in technology project management, including scheduling, allocating resources, prioritizing technical tasks and projects;
- one (1) year of experience managing or administering budgets; negotiating and managing hardware, software and services procurement.

Experience Substitution: Additional relevant education at the Master's Degree level may substitute for experience at a rate of 30 semester hours equals one (1) year of experience. Education may not be substituted for the specific experience required.

Knowledge: Knowledge of project reporting and tracking methods and techniques; adult teaching techniques; negotiation techniques; budget administration; technical understanding of application design, program development, system servers and platforms, database administration, network configuration and management, telecommunications, systems management, client administration, application analysis and development; applications life cycles; data sources, update, content and access control systems and methodology; IT security management practices and systems; data reporting standards; research methodologies; data entry processes and procedures; basic financial and accounting practices; IT development standards; capabilities and capacity of computer equipment and applications; administration and customer support best practices.

Skill & Ability: **Skill in** negotiating; communicating effectively both orally and in writing with diverse parties using technical and non-technical language; public speaking; budget administration; negotiating; facilitating for consensus decision making; analyzing problems, particularly in stressful situations and achieving effective resolutions. **Ability to** oversee and direct multiple projects simultaneously and meet respective deadlines for those projects; facilitate project initiatives; multitask, organize and set priorities; review, implement and monitor budget objectives and expenditures; use tact and diplomacy; prepare and make presentations; use project management software and create and maintain project plans; provide feedback to others; develop IT policies and procedures; translate project goals into valid measures; determine which technology advancements would benefit the projects; understand general direction of judicial entity automation; establish and maintain cooperative working relationships; participate in short

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and long-term strategic planning; apply communication skills to achieve harmony within a group; effectively manage time and resources; manage and direct a committee.

EXAMPLES OF WORK PERFORMED

Organize, identify and document tasks to be completed using project management tools; establish time lines, processes and procedures to be followed and short and long-term goals to be achieved for a specific project; manage and administer a budget; refine, as necessary, processes, procedures and goals; research, identify, test and implement appropriate hardware, software and services, materials and information required for projects; troubleshoot networks and equipment; design technical aspects of projects; present projects time lines, proposals, protocols and standards for approval and implement if approved; track sources and use of funds, recurring and non-recurring costs; write request for funds if necessary, and manage funds; follow process to reach purchase decisions which may include working with evaluation committees; interact and promote projects with IT staff, judicial entities, legislature, vendors and other entities involved with projects; establish and communicate objectives and accountability to achieve goals and manage projects; research, develop, communicate and maintain state-of-the-art technical guidelines for computer hardware, software, services and best practices; develop projects strategic plan and assess projects risk management issues; chair and/or staff committees associated with projects; identify and develop performance measures for projects; manage projects assets; develop and present project reports; provide professional customer service and assistance to internal and external users; assure appropriate access to information and restrict access to sensitive information; develop, maintain and monitor compliance of approved security measures; develop, implement and present and/or oversee projects related training programs; represent and speak on behalf of an organization; attend conferences tied to projects and present projects to various groups.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The following functions are representative, but not all inclusive of the work environment and physical demands an employee may expect to encounter in performing tasks assigned to this job.

Work is performed in an office, field or court setting. Travel may be required in the course of work (including meeting attendance and training) and a valid driver's license is required. The employee is expected to be punctual and to adhere to assigned work schedule. Assigned work schedules may be flexible, to include days, nights, weekends and holidays and overtime may be required. The employee must regularly interact positively with co-workers, clients, the public, judges and justices; work under severe time constraints and meet multiple demands from multiple sources. The work requires prolonged use of computers, repetitious hand, arm and finger motions as well as manual/finger dexterity. The employee must be able to kneel, stoop, lift, pull and carry up to 40 pounds. The employee may be required to sit or stand for long periods of time. The employee may be exposed to fluctuating outdoor and building temperatures; hostile or violent situations that may arise when dealing with individuals involved in court cases or contagious health conditions.