

University of Virginia

Job Summary

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| Job Code: | Job Title: | Project Manager I |
| UVA Survey Code: | UVA Survey Code Title: | |
| Pay Band: | Career Path: | Project Management |
| FLSA Status: | Management or Individual Contributor: | Individual Contributor |

Position Summary: Describe below the primary purpose and function of this job.

Oversee routine, secondary and/or moderately-sized technology projects. Assemble project teams, assign individual responsibilities, develop project schedules and determine and acquire resources needed. Must be familiar with the entire scope and requirements of the project and serve as liaison between team members and the functional area management requesting project.

Key Roles & Responsibilities: List up to 6 key roles and responsibilities of this job.

1. Responsible for all aspects of the planning, development and implementation of assigned projects and provide a single point of contact for those projects.
2. Define project scope, objectives and success indicators, and manage projects from original concept through final implementation.
3. Develop detailed work plans, schedules, projected estimates, resource plans, and status reports and is responsible for ensuring adherence to quality standards, reviewing project deliverables, and project tracking and analysis.
4. Develop policies and mandates to support the project and manage risk, based on understanding of organizational strategy and goals.
5. Manage the integration of vendor tasks and track and review vendor deliverables.
6. Provide leadership, technical and analytical guidance to project team and recommend and take action to direct the analysis and solutions of the problem.

Expertise: Describe the requirement for knowledge and expertise about the subject area as well as how various parts of the University work together to achieve objectives. Explain the degree of understanding required of the industry and university environment.

Incumbent is required to have an in-depth understanding of his/her discipline including all required certifications as well as an in-depth understanding of the business environment of a large university system. Incumbent must demonstrate an understanding of the University system, its policies, and its operating procedures. Incumbent is expected to maintain currency of knowledge with respect to relevant state-of-the-art technology, equipment, and/or systems.

Incumbent should have knowledge of process improvement, cost analysis techniques and public institution purchasing principles, procedures, regulations, and standards. Incumbents must also have the ability to develop and deliver presentations; gather and analyze statistical data and generate reports; organize, prioritize, and schedule work assignments; develop project budgets and projections; and communicate effectively, both orally and in writing.

Problem Solving: Describe the nature and complexity of the problems this position encounters on a recurring basis. Include information regarding the level of innovation required, if any, and include mention of environmental factors that may add to the complexity of resolving issues.

Incumbent will address complex problems and will use experience and judgment in selecting among authorized procedures. Incumbent seeks assistance when significant deviations are proposed, or when unprecedented problems arise. Incumbent assists senior staff in developing approaches to problem-solving and anticipating issues.

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Nature & Area of Impact: To what degree does this job affect the University (i.e., through interactions with faculty or students, making decisions, defining or setting strategy, etc.)? What is the breadth of the impact that this job has, either positive or negative (i.e., affects own team, department, function, business unit, entire university, etc.)?

Impact is felt within the team/department for which the incumbent works and may be felt within multiple, coordinating departments. Work quality, decision-making and long-term project management can affect the productivity of students, faculty and/or staff. Impact of errors can be substantial and/or university-wide.

Interactions / Interpersonal Skills: Describe the nature and level of interactions this job has with others, both internally and externally. Explain any specific interpersonal skills necessary to successfully perform this role (i.e., negotiation skills, represents business at external events or to governmental bodies, etc.).

Interactions are with fellow team members and coordinating team members, but the incumbent will also have interactions with assigned student, faculty, or staff clients. Incumbent works with external vendors or service providers. Incumbent should possess good verbal and written communication skills to convey technical guidance and information to users and to provide excellent customer service. Incumbent will train and provide guidance to more junior staff members.

Distinguishing Characteristics

Incumbent has fully developed his/her technical skills and has begun to acquire advanced skills. Activities are more complex and incumbent has the latitude to apply skills to solve most problems without review. Assignments are long-term and the incumbent has latitude to devise the approach and method to performing the assignment. Incumbents are not expected to perform routine activities and the incumbent will regularly perform long-term or non-routine assignments with minimal supervisory intervention. Incumbent serves as a resource on non-routine problems. Incumbent regularly works beyond his/her own team and at times, externally. The incumbent works with related teams, client groups, management and vendors. Incumbent regularly works toward specific team goals and assists clients in achieving their team's goals.

Job Requirements And Qualifications: Indicate the minimum and preferred education and experience for this job and any licenses and certifications required.

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| Minimum Education: | Bachelor's degree or equivalent experience in Computer Science, MIS, Computer Engineering or related disciplines. | Preferred Education: | Master's degree in Computer Science, MIS, Computer Engineering or related discipline, or PMP or other Project Management certifications. |
| Minimum Experience: | 1-3 years | Preferred Experience: | 3-5 years |

Required Licenses/Certifications: