



Title: IT Project Coordinator

FLSA STATUS: Exempt from overtime under FLSA.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from IT Director.

Work requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.

MINIMUM QUALIFICATIONS

- **Education:** Associates degree or equivalent.
 - Equivalency: Equivalent years of experience are equal to one (1) year of relevant experience for every one (1) year of education required.
- **Experience:** Minimum of three (3) years of experience leading, coordinating or managing projects is required.
- **Licenses/Certifications/Special Requirements:**
 - Limited Police Department Background Check, including polygraph.
 - Arizona DPS Terminal Operator Certificate, Level D (TOC-D) required within 6 months of hire.

PREFERRED/DESIRABLE QUALIFICATION(s):

- A Bachelor's Degree in related field.
- Experience in a municipal or government setting.
- Project management certification.
- Experience leading, coordinating, or managing technology projects.

JOB SUMMARY

The IT Project Coordinator is an integral member of the project team responsible for delivering technology projects of varying size and complexity. The IT Project Coordinator is responsible for directing, organizing and controlling project activities, and utilizing IT Project Management processes, procedures and policies. These include defining project needs; coordinating with internal and external stakeholders; assigning and coordinating schedules; reviewing documents, studies, and reports; managing contracts and ensuring project compliance with city, state, and federal guidelines and policies. In addition, the IT Project Coordinator is responsible for overall coordination of the IT Master Project Portfolio and related software system.



ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Develops and monitors technology projects; prepares project documentation; defines funding requirements; participates in the proposal process; prepares and monitors project schedules; reviews and approves expenditures and change orders; prepares and presents information to staff and management; maintains project records; supports maintenance and archiving of project records; and determines which documents will be retained in the project file.
2	Monitors master project list, individual project health and status, solicits and receives updates from Project Managers/facilitators. Responsible for Department-wide portfolio management. Receives, reviews, and analyzes project documentation with Project Managers/facilitators, Department Management, Project Oversight Committee, and Technology Review Committee.
3	Coordinate with IT staff, city departments, and contractors to assure timely and efficient completion of tasks and projects, proper communication of issues, and proper documentation of the entire process at each stage.
4	Responsible for configuration, management, and administration of IT Project Portfolio management system.



PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical strength for this position is indicated below with “X” The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.					
Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Work Environment for this position is indicated below with “X” The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.				
Office	X	Outdoors	Vehicle	Office and Field/ Plant/ Warehouse
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.		Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers, printers and related software.

PROTECTIVE EQUIPMENT REQUIRED:

None required.