

INFORMATION TECHNOLOGY PROJECT COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for the development, implementation, coordination, and administration of various Information Technology projects for the Broome County Department of Information Technology. Work is performed under general supervision of higher level staff with leeway allowed or the use of independent judgment in carrying out the duties and responsibilities of the position. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists with project proposal creation;
Manages project objectives, requirements, and success criteria;
Creates detailed project plans;
Builds and maintains project schedule;
Coordinate cross-functional teams;
Facilitate project communication;
Assists with estimating and managing project budget;
Identify project risks, such as supplier delays, scope creep, etc. and brings those risks forward to higher level staff;
Guides project from kick-off to closure;
Insures all project steps are completed;
Conducts post-implementation reviews;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of management procedures, of the principals and practices of the public administration and budgeting;
Ability to adapt to changing circumstances, including project scope changes, team member fluctuations, resource availability issues and shifting stakeholder needs, and shifting priorities;
Ability to establish and maintain effective working relationships;
Ability to exercise good judgment in evaluating situations, making decisions, and establishing priorities;
Ability to follow complex oral and written instructions;
Ability to express oneself clearly and concisely, both orally and in writing;
Ability to plan, compile and prepare comprehensive statistical and narrative reports;

***MINIMUM QUALIFICATIONS:**

- A) Possession of a Bachelor's degree or higher in Business Administration, Information Technology, Project Management, or closely related field, and one (1) year experience in leading projects; OR
- B) Possession of an Associate's degree in Business Administration, Information Technology, Project Management, or closely related field, and three (3) years' experience in leading projects; OR
- C) Graduation from high school or possession of a general equivalency diploma and five (5) years of experience in leading projects; OR
- D) An equivalent combination of training and experience as defined by the limits of A), B), and C) above.

***NOTE:** Your degree must have been awarded by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of education. If your degree was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www/cs/ny/gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

SPECIAL REQUIREMENT: Depending on the job location and/or department, possession of a valid driver's license to operate a motor vehicle in the State of New York may be required at time of appointment.