

# Missouri Department of Transportation Job Description

**Job Title:** Information Systems Project Manager

**Title Code:** R04060

**Salary Grade:** 10

**Exemption Status:** Exempt

**Supervisory Responsibilities:** Lead Worker

**District/Division:** Central Office – Information Systems

**Effective Date:** 05-16-2023

**Replaces (Effective Date):** 07-01-2022

## **General Summary**

The information systems project manager directs the activities of the project teams involved in the initiation, planning, startup, execution, and closeout of project management process groups; responsible for ensuring project goals are achieved and status reports are completed timely and accurately.

Responsibilities are performed under general supervision.

## **Minimum/Required Qualifications**

- Bachelor's Degree: Business Administration, Computer Information Systems, Computer Science, or related field, and four years of increasingly responsible professional experience in positions related to information systems, or
- Associate's Degree: Business Administration, Computer Information Systems, Computer Science, or related field, and six years of increasingly responsible professional experience in positions related to information systems.

## **Special Working Conditions/Job Characteristics**

- none

## **Examples of Work**

1. Implements and follows the division project management office project management methodology; leads the initiation, planning, startup, execution, and closeout processes of assigned projects; provides input to the improved usage of the division project management tool/software and project management best practices.

2. Responsible for the assigned project's success and quality; monitors project activities; takes proactive and corrective action to bring the project back on schedule, if necessary.
3. Provides direction and facilitation to planning teams; establishes project plan elements and presents them to the project sponsor and steering committee for approval; develops an action plan for any product that does not receive user signoff; obtains user and management approval of tested system and final deliverables.
4. Coordinates staff usage with resources managers (internal and external to the department) to staff projects; provides feedback to supervisors on staff performance; and serves as a department mentor.
5. Ensures that project plans are updated and approved as needed; reviews the results of quality assurance reviews; participates in change control board to approve project plan changes.
6. Updates project risks and establishes prevention and mitigation procedures as required.
7. Develops and executes a communications plan that will include status reports to various stakeholders as part of the project plan.
8. Develops and reviews contracted staff assignments, contract deliverable acceptance, and contract closeout as it relates to specific project vendor contract administration.
9. Performs lead worker responsibilities, which may include providing general instruction, assigning and reviewing work, coaching and training, providing guidance and instruction in the proper and most efficient methods of accomplishing tasks, and providing input to the direct supervisor on staffing decisions and performance management.
10. Performs other duties as required or assigned.

**The Missouri Department of Transportation promotes an equal opportunity workplace that includes reasonable accommodation of otherwise disabled applicants and employees. Please see your manager should you have any questions about this policy or these job duties.**