GOLDEN GATE BRIDGE
HIGHWAY & TRANSPORTATION DISTRICT

JOB TITLE:	PROJECT MANAGER	DIVISION:	DISTRICT – INFORMATION SYSTEMS
REPORTS TO:	SENIOR PROJECT MANAGER	EEO CATEGORY:	03-TECHNICIAN
FLSA:	NON-EXEMPT	SAFETY-SENSITIVE:	NO
CLASSIFICATION:	NON-REPRESENTED	LOCATION:	CAN BE ASSIGNED IN EITHER SAN FRANCISCO, SAN RAFAEL OR LARKSPUR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Position Summary

Under the general direction, the Project Manager is accountable for delivery of technology projects in terms of budget, schedule and scope. By demonstrating leadership skills, directs one or more projects, and ensures appropriate use of project resource planning. The position is primarily responsible for implementation of new technology projects or substantial upgrades to existing systems. Additionally, the Project Manager will plan, organize, direct and coordinate the ongoing automation and usage of district wide information systems. Maintain knowledge and experience in the analysis, design, implementation and maintenance of district-wide information systems. Plan, direct, monitor and evaluate the effectiveness of comprehensive district-wide programming and systems analysis projects, including needs assessment, program design and planning, implementation and evaluation. Maintain good working relationship with District Customers, internal Information Systems staff and with system software suppliers.

Essential Responsibilities

- Support the implementation and delivery of District technology projects as directed by the Chief Technology Director for all District business areas i.e. Bus, Bridge, Ferry and District
- Provide project management support and expertise from the project definition stage right through to project closure, including being accountable for project results along with project sponsor/team. These tasks include but are not limited to the following:
  - Work collaboratively with business end users and technical resources to aid the process of defining and capturing system requirements
  - Work collaboratively with business end users and technical resources to help define business processes and business process changes/ improvements.
  - Work with Procurement to procure professional and technical services. This may include:
    - Research and evaluate hardware and software technology options and weigh the cost/benefit analysis when making purchases.
    - Conduct cost analysis if Federal/ State grants are to be used
    - Create the necessary material for competitive procurements e.g. scope of work,
    - Help coordinate answers to questions from proposers and/ or the District's legal team

- Work with the evaluation team and buyers to resolve any issues
- Take part in the evaluation of proposals
  - Work collaboratively with stakeholders or other team members to complete project charter outlining scope, goals, deliverables, required resources, budget and timing. Resolve any issues and solve problems throughout project life cycle
  - Be responsible for project control tools and activities including but not limited to: plans, cost estimates, issues tracking, risk mitigation, action logs, schedule development and tracking, meeting minutes, status reports,
  - Function as a liaison between the IS technical team and the Business end users
  - Be able to lead a team of third party technology professionals including functional consultants and developers focused on architecture, design, and implementation.
  - Manage project scope, ensuring scope change are documented and appropriately approved
  - Manage the relationship between vendors (sometimes multiple vendors on one project) and the District's business end users
  - Manage vendors to ensure they deliver their services/ products according their contractual obligations
  - Review and approve vendor invoices
  - Support end user training
  - Support end user testing
  - Provide regular project updates to project stakeholders, project sponsors and the wider District community as necessary
  - Be responsible for managing all project documentation
  - Prepare all project closure documentation
  - Manage the project budget
  - Track and manage project procured assets in accordance with the processes defined by Procurement and Accounting

- Create required material for items that are to be taken to the District's Board for approval; contract award, contract amendments, request for funding
- Clearly communicate expectations to team members and stakeholders
- Remain knowledgeable with current and future technologies and provide recommendations as needed to meet corporate IT objectives
- Have working knowledge of Cybersecurity
- Have a high level understanding of the District's enterprise systems in order to manage the more complex projects that involve system interfaces and integrations
- Have working knowledge of the Information Systems Department's policies
- Lead, coach and motivate project team members on a proactive basis
- Establish and maintain effective working relationships with District employees, customers, vendors and all others contacted during the course of work using principles of excellent customer service
- Perform additional related duties as assigned
- Regular and reliable attendance and performance are required

Required Knowledge, Skills and Abilities

Working knowledge of:
- Current developments, equipment, technology and methods of administering a broad program of information systems and services
- Project management theory, concepts and principles (e.g., theory of constraints, critical path methodology, project risk management, project scope management, project management life cycle, etc.)
- Project management tools and/or software packages
- Strategic, operational and technical & management skills
- High level knowledge of Cybersecurity threats and mitigations

Ability to:
- Conduct needs analysis, develop technical specifications, issue requisite procurement and budgetary documentation, plan, develop, test, and implement technology systems to improve operations and create efficiencies
- Demonstrate leadership managing people, including the ability to work and lead in project teams
- Work independently and manage multiple task assignments but also experience working in a team-oriented, collaborative environment
- Rapidly adapt and respond to changes in environment and priorities
- Use excellent communication, leadership, problem solving and analytical skills
- Elicit cooperation from senior management and other departments
- Demonstrate experience leading outsourced providers and maintaining partnerships with key vendors
- Superior analytical, evaluative, and problem-solving skills and comfort with ambiguity
- Work independently, show initiative, and effectively prioritize work

- Maintain good working relationship with users, internal Information Systems Department and with system software suppliers
- Effectively train a variety of users at different levels of knowledge and expertise
- Follow the safety and health rules and safe working practices applicable to his or her job

Minimum Qualifications

Education and/or Experience:
- Bachelor's degree in Computer Science, Information Systems, Software Engineering, Computer Engineering or other related technology major. Applicants who do not possess a degree should attach a statement supporting qualifying experience
- A minimum of four years industry/ IT experience and three years of project management experience leading large scale enterprise projects that requires fundamental change in business practice and automation to deliver significant value to business
- PMI Certification is highly desirable. Applicants who do not possess a certification should attach a statement supporting recent qualifying experience

Physical Requirements:
Mobility to work in a typical office setting. Vision to read printed materials and a computer screen. Hearing and speech to communicate in person and over the telephone. Routine use of computer, telephone and other office equipment. Ability to travel to District facilities. May require some weekend and evening work.