Sacramento Regional Transit District

Title: Information Technology Project Coordinator
FLSA Status: Exempt

BRIEF DESCRIPTION: The purpose of this position is to manage, coordinate, and facilitate information technology projects and initiatives. This is accomplished by planning and managing project planning communications, administering contracts, creating project documentation, preparing correspondence, tracking and reporting information, completing related administrative tasks, solving problems, mediating highly conflicting or unexpected problems involving multiple groups, making recommendations and alternative solutions for consideration, and directing staff as required.

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. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) 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.

#	Code	Essential Functions	% of Time
1	S	Manages project planning and communications by working with Information Technology staff and other project stakeholders to manage, coordinate, plan, and develop technology-related projects, defining objectives and risks related to proposed projects from costs, schedules, technical, architectural, engineering, feasibility and quality perspectives, working effectively with project team members to establish goals, work content, and schedules, preparing planning documents and tools, researching administrative issues and processes to facilitate team activities, identifying technical resources and seeking assistance or information as needed, assessing the need for external resources, developing budgets, stakeholder input and other information, facilitating project funding, drafting and recommending policies and procedures, recommending project evaluation processes and tools, identifying success measurement standards for each project phase, coordinating information sharing between stakeholders, serving as a liaison for both internal and external communications, and communicating project team results to the Director of Information Technology and others as assigned.	70%
2	S	Tracks and reports information by maintaining project action item lists, design issue lists, due dates, and other project milestone information, monitoring and updating project status and schedules, maintaining and tracking project budget information, entering, updating, and retrieving information from a variety of software	15%

		applications, retrieving historical data from computer systems, reviewing, revising and maintaining project data, reports, and correspondence files, and providing document management and version control.	
3	S	Administers contracts by participating in the evaluation and selection of project control consultants, coordinating contract evaluation and selection processes, coordinating activities between project teams and outside consultants and vendors, and monitoring and tracking contractor and vendor activities for timeliness and contract compliance, and performing product and technology research related to ongoing or pending projects.	15%

JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four (4) years of an accredited college or university resulting in a Bachelor's degree or equivalent in Business, Computer Science, Computer Engineering, Management Information Systems or a related field. Additional directly related experience beyond the minimum requirement may substitute for the required education based on the ratio of one and a half (1.5) years of experience for each (1) year of education.
Experience	A minimum of three (3) years of experience in technology project management.
Supervision	Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
Human Collaboration Skills	Decisions regarding implementation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.
Freedom to Act	The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.
Technical Skills	Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.
Budget Responsibility	Position has moderate fiscal responsibility. May be responsible for the billing, collection and/or accounting of funds. May be responsible for the handling and balancing of cash.
Reading	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents.

	Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Math	Advanced – Ability to apply fundamental concepts of theories; work with advanced mathematical operations methods and function of real and complex variable. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Writing	Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Project Management Professional certification preferred.

KNOWLEDGE
- Current project management methodologies/tools/techniques and their application to information technology projects.   - Project lifecycle stages including conceptualization, planning, execution and termination.   - Methods of developing project schedules and cost summaries.   - Business administration and finance as they pertain to technology projects.   - Basic information system technologies pertaining to network administration, software development, and system implementation.   - Methods and techniques of tracking, recording, and presenting information.   - General methods of effective communication.   - The administration of contractual agreements.   - Research techniques and modalities.   - Principles of organization, administration, and supervision.   - Statistical concepts and methods.   - Training techniques and approaches.

SKILLS
- Advanced word processing, project management, spreadsheet, presentation database software.   - Specialized software related to functional area.

SKILLS
- Communicate with project stakeholders in an appropriate and effective manner.   - Explain project management principles and methods to others.   - Develop and recommend project management controls for assigned projects.   - Coordinate project activities between all stakeholders as well as with external contractors and vendors.   - Handle all internal and external contacts with courtesy, diplomacy, and tact.   - Read, analyze, and interpret District policies, professional journals, technical

publications, and government regulations.
- Write reports, business correspondence, and other complex documents.
- Effectively present information and respond to questions from groups, managers, customers, and others.
- Facilitate resolutions to conflicts and disagreements.
- Learn District and departmental operating policies and procedures.
- Learn departmental information systems and technologies.
- Learn department-specific tasks and procedures.
- Organize information clearly and precisely.
- Apply customer service skills, representing the District in a positive way while working with the public.
- Research, extract and analyze statistics and other information and prepare comprehensive reports.

OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-				
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.

PHYSICAL DEMANDS:

C	F	O	R	N
Continuously	Frequently	Occasionally	Rarely	Never
2/3 or more of the time.	From 1/3 to 2/3 of the time.	Up to 1/3 of the time.	Less than 1 hour per week.	Never occurs.

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	Making presentations; observing work site; observing work duties; communicating with co-workers
Sitting	F	Desk work; meetings; driving
Walking	O	To other departments/offices; around work site
Lifting	R	Supplies; equipment; files
Carrying	R	Supplies; equipment; files
Pushing/Pulling	R	File drawers; equipment; tables and chairs
Reaching	R	For supplies; for files
Handling	O	Paperwork
Fine Dexterity	C	Computer keyboard; telephone keypad; calculator
Kneeling	R	Filing in lower drawers; retrieving items from lower shelves/ground
Crouching	R	Filing in lower drawers; retrieving items from lower shelves/ground
Crawling	N	Under equipment; inside attics/pipes/ditches
Bending	R	Filing in lower drawers; retrieving items from lower shelves/ground; making repairs
Twisting	O	From computer to telephone; getting inside vehicle
Climbing	R	Step stools
Balancing	R	On step stools
Vision	C	Reading; computer screen; driving; observing work site
Hearing	C	Communicating via telephone/radio; to co-workers/public; listening to equipment
Talking	C	Communicating via telephone/radio; to co-workers/public
Foot Controls	R	Driving
Other (specified if applicable)	N	

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Calculator, telephone, copier, scanner, computer and associated hardware and software.

Sacramento Regional Transit District

ENVIRONMENTAL FACTORS:

C	F	O	R	N
Continuously	Frequently	Occasionally	Rarely	Never

D	W	M	S	N
Daily	Several Times Per Week	Several Times Per Month	Seasonally	Never

-Health and Safety Factors-	
Mechanical Hazards	N
Chemical Hazards	N
Electrical Hazards	N
Fire Hazards	N
Explosives	N
Communicable Diseases	N
Physical Danger or Abuse	N
Other (see 1 below)	N

-Environmental Factors-	
Respiratory Hazards	N
Extreme Temperatures	N
Noise and Vibration	N
Wetness/Humidity	S
Physical Hazards	R

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED:
None

NON-PHYSICAL DEMANDS:

F	O	R	N
Frequently	Occasionally	Rarely	Never
From 1/3 to 2/3 of the time	Up to 1/3 of the time	Less than 1 hour per week	Never occurs

-Description of Non-Physical Demands-	-Frequency-
Time Pressure	O
Emergency Situation	R
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	R
Other (see 2 below)	N

(2) N/A

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3) N/A

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.