



## IT PROJECT MANAGEMENT JOB FAMILY

### CAREER PATH

#### **Division Assistant Director (Project Manager Director)**

This is a managerial level position accountable for managing projects which are highly complex in nature and have a statewide enterprise impact. The projects managed at this level are the largest in terms of size, scope, complexity, and impact on the state. This position typically has a project portfolio in excess of \$15 million and projects are multi-year and multi-faceted. This position is responsible for project planning, overseeing activities of the project team, and identifying appropriate resources needed. This position develops project plans, timelines, and accountabilities and must be familiar with project scope and objectives as well as the role of each team member and/or sub project managers. The Project Manager Director is accountable for developing project deliverables and measuring project outcomes. There is frequent interaction with both business owners and managers in other IT functions. This position often manages lower-level project managers and is responsible for assisting the Chief Information Officer (CIO) with strategic planning and direction.

#### **Knowledge, Skills, and Abilities**

In addition to those identified in the previous levels within this career path:

Comprehensive working knowledge of and the ability to demonstrate successful use of computer equipment and associated software/databases in the performance of duties.

Comprehensive working knowledge of and the ability to demonstrate understanding of all assigned areas of IT project management, as well as the laws, principles, and practices as they are related to implementation within the agency.

Comprehensive working knowledge of and the ability to demonstrate understanding and successful interpretation, explanation, and application of the principles and practices of supervisory and management techniques in the performance of duties.

Comprehensive working knowledge of and the ability to demonstrate understanding of the agency's policies, procedures, rules, and regulations in the performance of duties.

Comprehensive working knowledge of and the ability to demonstrate understanding and successful use of the principles and practices of project management techniques in the performance of duties.



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Possess and demonstrate successful communication skills in English via all modes of communication.

Possess and demonstrate successful management and prioritization of work within predetermined deadlines and stressful/adverse situations.

Possess and demonstrate the ability to successfully work as a team member and positively interact with a variety of people, as well as work hours as assigned.

Ability to demonstrate successful performance in the engagement, training, mentoring, and supervision of assigned personnel and support staff.

Ability to demonstrate successful performance in the research, gathering, correlating, and analyzing of facts to develop reports, charts, recommendations, and/or solutions in the performance of duties.

Ability to demonstrate successful performance and adherence to the rules of conduct for Patrol employees in accordance with General Order 26-02, as well as all other applicable agency policy and procedures.

Ability to demonstrate successful performance and adherence to policy and procedure in the care and maintenance of restricted and confidential information in the performance of duties.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.)

**Minimum Requirements** *(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):*

Bachelor's degree from an accredited institution and ten years of relevant IT experience.

Must be a United States Citizen, or a legal resident of a country participating in the Visa Waiver Program (VWP).



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#### **Necessary Special Requirements**

Documented successful completion of at least 40 hours of professional development and leadership training each fiscal year, in accordance with 1CSR 20-6.010.

**Pay grade:** N/A

**FLSA Status:** Exempt

**Work Schedule:** An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.

**Effective:** 02/01/2025

**Reviewed:** 02/01/2025

**Revised:** --