



## DETROIT WATER AND SEWERAGE DEPARTMENT

### JOB POSTING

735 Randolph - Suite 2000  
DETROIT, MI 48226

### OPEN COMPETITIVE

**Please read entire document before starting your application**

**Job Category:** Management  
**Title:** IT Project Manager  
**Minimum Salary:** \$58,141  
**Open:** May 26, 2015

**Recruitment Unit:** Information Technology  
**Vacancies:** 3  
**Maximum Salary:** \$116,592  
**Targeted Date to Fill:** Open Until Filled

#### GENERAL SUMMARY

The IT Project Manager monitors and controls project execution and delivery through IT and business unit management. Engages internal and external stakeholders to ensure projects are delivered on schedule and within budget parameters. The IT Project Manager must also maintain a valid Michigan Driver's License and the ability to drive a motor vehicle on all terrain; Follow security and safety policies and procedures in carrying out work duties; Provide on the job training.

#### REQUIRED EDUCATION AND EXPERIENCE (position requirements at entry)

- Associate's Degree in Computer Science, Information Technology or related field
- Minimum one (1) year of experience in IT project coordination and management, or combination of related work experience and education
- Possess a domain-specific entry certification (i.e. Comp TIA Project Management)
- Acquire and maintain specific "associate" or "foundational" level certification (i.e. Certified Associate in Project Management) within two (2) years of Level 1 designation
- Meet all of the requirements to advance to IT Project Manager Level 2 within two (2) years of Level 1 designation

#### ESSENTIAL JOB FUNCTIONS

*(Illustrative only, may not include all of the duties listed nor do the listed examples include all of the tasks that may be performed)*

- Analyze, detect and correct project problems and deficiencies
- Communicate with IT and business unit staff and management to resolve conflicts and negotiate changes in the scope of work
- Evaluate business requirements and specifications to develop project's budget and schedule, and maintain accountability for each
- Procure tools, equipment and materials for delivery at specific phases of a project
- Develop and review reports that provide information about work progress, resource usage and costs incurred
- Adjust schedules and resource usage as necessary
- Manage financial aspects of IT project contracts including invoices, etc.
- Create and execute project work plans and revises as appropriate to meet changing needs and requirements
- Follow security and safety policies and procedures in carrying out work duties
- Provide on the job training

#### RELATED JOB FUNCTIONS:

- Assist other IT staff and IT management as needed with overflow activities involving the support and maintenance of computers, printers, applications, databases, networks, servers, storage and data center facilities, and the installation, decommissioning and relocation of related IT equipment
- Perform related work duties as assigned



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#### **SUPERVISION EXERCISED:**

Supervision of an assigned staff within the functional unit

#### **KNOWLEDGE OF:**

- Business and management principles involved in project planning, resource allocation, production methods, customer delivery, and coordination of people and resources
- Applications based on client-server, and internet/web environments; application and system architecture; application and system operations; internal controls (backup, change management, application troubleshooting, security compliance issues, etc.); performance monitoring; and migration planning
- Potential risks and dependencies between applications, systems and business processes and provides solutions, impacts and recommendations to resolve conflicts if they should arise
- Concepts, practices and procedures (COBIT and ITIL), including Change Management, Software/Systems Development Life Cycle for application development and management
- Hardware, software, application, database and network environments currently in use at DWSD
- Installation and maintenance of hardware, software, application, database, and network components
- Water and wastewater business functions and operations

#### **SKILL TO:**

- Use advanced technology
- Contribution to leadership planning and change
- Independently, and as part of a team, provide timely high quality customer-focused services
- Work in a busy environment, with frequent interruptions and still be able to prioritize and resolve conflicting requests
- Work in a professional manner with access to confidential and other data types
- Exercise good judgment, discretion, maintains confidentiality, and work with independence, initiative and professionalism
- Work in a team environment that provides the capacity for IT project delivery
- Resolve technology and user issues both verbally and in writing to end-users of varying computing skills
- Deliver quality written, verbal and visual presentations, including the ability to make technology understandable to end-users
- Understand and translate the needs of varied users into IT system requirements

#### **ABILITY TO:**

- Organize, perform and or coordinate technology tasks and projects
- Install, remove, and make modifications to technology
- Instruct groups or individuals on technology
- Deliver quality customer service to users
- Write technical and non-technical documentation
- Interact and communicate with IT staff and business users
- Apply IT policies and programs in a manner aligned with the Department mission, goals, and strategies
- Learn new application software packages, operating systems, and IT processes and procedures
- Effectively utilize appropriate security and safety equipment and procedures
- Maintain regular and reliable attendance
- Understand and follow verbal and written instructions



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#### ABILITY TO (CONT):

- Communicate effectively, both verbally and in writing
- Establish and maintain effective working relationships with others
- Communicate frequently with team members and other units across the Department about process, equipment or potential problems
- Direct team activities or to work as a team member
- Develop proficiency in unit specific operations and software

#### Other Requirements

- Valid Michigan Driver's License

#### Comments

*Detroit Water and Sewerage Department is an Equal Opportunity Employer*

**Please Note: Employment with the Detroit Water and Sewerage Department has been set apart from the established employment processes of the City of Detroit.**

#### THE WAY WE WORK

##### The Employees of DWSD....

- Work and accept responsibility to search for, create and execute new and innovative approaches to improve the performance of DWSD's services and objectives
- Assist external and internal customers to serve their needs and take responsibility for continuously improving customer service
- Foster meaningful interaction among people through the exchange of information to produce understanding
- Continuously develop and use effective strategies and interpersonal styles to engage and guide others towards the accomplishment of identified objectives and goals in the best interest of the City and community
- Consistently work toward the common good of the organization and encourage others to do the same
- Conduct themselves at all times in a professionally appropriate and respectful manner
- Apply the proper safety/security practices according to established protocols, guidelines and policies

**Please submit an employment application, letter of interest and resume for this position to:**

**Detroit Water & Sewerage Department  
Attn: Karen Darty, Human Resources Generalist  
735 Randolph, Suite 2001, Detroit, MI 48226**

**The Employment Application can be found on DWSD's Website:**

[http://www.dwsd.org/pages\\_n/careers.html](http://www.dwsd.org/pages_n/careers.html)