Job Title: Information Systems Project Lead  
Grade: N  
Department: Information Technology Services  
FLSA: Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:
A senior-level/project lead position focusing on the entire system development life cycle as needed by the Information Technology Services department in delivering service and support to clients. Role includes business analysis, project management and financial analysis. Performs a variety of moderately to highly complex tasks required for the support of user and system requirements.

Characteristic Duties and Responsibilities:

1. Creates project plans for every project detailing the expected level of effort and time required.
2. Executes project plans by properly communicating plan to the team members and any other staff.
3. Provides leadership to the team in the success of meeting project goals. Responsibility includes delegation and review of work, and providing training as necessary.
4. Creates detailed specifications in accordance to the requirements.
5. Contributes to team mission, and promotes a team focus for other team members.
6. Accepts responsibilities for completeness and final quality of own work as well as the work of the team.
7. Provides proper communication, support and assist with implementation of new features or services.
8. Researches new techniques in the development of systems and be knowledgeable of current trends and strategies in field or work.
9. Assists with coordination and planning of projects.
10. Performs other duties as assigned.

Reporting Relationships:

Direction Received: Receives direction from the Executive Director
Direction Given: May coordinate and lead less experienced staff and student employees; provides functional direction project team members

Minimum Requirements:

Bachelor’s degree from an accredited institution in Computer Science or a field related to information technology and 4 years of related experience with a certification specifically in information technology; or an associate’s degree from an accredited institution in Computer Science or a field related to information technology, 6 years of related experience with a certification specifically in information technology, and 2 years of experience in project coordination or management

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position’s role, scope, FLSA status, or grade.

January 2008
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Knowledge, Skills, Abilities and Worker Characteristics:

Knowledge and skills in one or more areas of network telecommunication, system administration, analysis, design and database management in terms of concepts, techniques and operating principles

Depending upon the operational needs of the department, expert-level of knowledge and skills in the following areas:
- Windows Workstation and Server
- Workstation operating systems, Windows, Macintosh and others
- Local Area Network (LAN) and remote access troubleshooting
- Network and LAN fundamentals, including network interface connection and user installation, network topologies, LAN administration, servers and network architecture
- Voice communication equipment
- Microsoft Office Suite software, third party systems accessed software via desktop client or web-based client
- Internet technology

Advanced-level ability to operate, install, maintain, configuring and troubleshoot highly technical computers, local and wide area network equipment, servers

Demonstrated project management skills

Ability to lead and motivate other employees

Ability to maintain effective working relationships with those contacted in the course of work

Ability to efficiently manage time and organize work

Ability to communicate clearly, verbal and written

Ability to maintain a customer focus in providing technology services

Working Conditions:

Typical office environment; infrequently lifting and carrying items up to 10 lbs.; infrequently twisting or bending at the waist or reaching overhead; infrequently traveling between buildings on campus or to other campuses; occasionally traveling out-of-town to attend meetings and conferences; frequently listening to and talking with students, faculty and other staff members either in person or by telephone; frequently sitting at a desk or workstation using a computer display, keyboard, and mouse; possible shift work and on-call assignment; may work in construction areas requiring use of safety equipment and exposure to hazardous materials, and uncomfortable physical environment

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