PROJECT LEADER

DISTINGUISHING FEATURES OF THE CLASS

This is an important supervisory position responsible for planning and directing major components of an information services, information technology, or computer center's applications programming function. Assignments range from overall responsibility for major developmental efforts to the responsibility for all maintenance programming. The class differs from that of Systems Analyst in that an incumbent has oversight of numerous projects across multiple team members, whereas the Systems Analyst is normally responsible for the technical development of a subset of the team's projects. Work is performed under general direction of a higher level employee. Supervision is exercised over subordinates.

TYPICAL WORK ACTIVITIES

Typical work activities for incumbents in this title include those listed below in addition to those work activities performed by lower level clerical support titles. They are indicative of the level and types of activities performed by incumbents in this title. They are not meant to be all inclusive and do not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1.   Supervises staff of project teams;
2.   Manages projects throughout all phases of the project life cycle, including monitoring the execution of projects across all members of the project team;
3.   Investigates and evaluates user requests, determines user needs, and presents recommendations;
4.   Prepares project plans and schedules, including objectives, requirements, tasks, work assignments and resources;
5.   Reports project progress, problems and output to management and users;
6.   Takes appropriate actions to control project budget, schedule, scope, and quality;
7.   Coordinates operational support activities of the project team;
8.   Provides technical guidance and assistance to project staff;
9.   Coordinates training opportunities for project team;
10. Ensures project team are following County, department, and industry policies, standards, guidelines, and best practices.
11. Coordinates project performance with other work of the department;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of project management; thorough knowledge of the principles and techniques used in systems analysis and design; good knowledge of programming languages, including web-based and windows-based languages; ability to modify or develop new data processing applications systems; ability to coordinate projects with other work of the department; ability to supervise project teams; ability to prepare project plans and schedules; ability to establish effective working relationship with others; good planning and organization skills; good verbal and written communication skills; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS (cont'd)

EITHER: (A) Bachelor's degree in Computer Science, Information Systems, Information Technology, or a closely related field and three (3) years of work experience involved in the analysis, planning, design, development, implementation, and support of business or governmental information systems and applications (e.g. transaction processing, case management, workflow, data entry, etc) which included:
  (1) two (2) years of independent project work where the candidate was responsible for all project activities, including requirements gathering, project planning, project development and execution, and communication with stakeholders, and;
  (2) two (2) years primarily using web-based or windows-based programming languages;

OR: (B) Associate's degree in Computer Science, Information Systems, Information Technology, or a closely related field and five (5) years of work experience involved in the analysis, planning, design, development, implementation, and support of business or governmental information systems and applications (e.g. transaction processing, case management, workflow, data entry, etc., which included items 1 and 2 above.

OR: (C) An equivalent combination of training and experience as indicated in (A) and (B) above.

NOTE: Training in computer science beyond the Bachelor's level may be substituted for required work experience (but not for the project management or specific programming experience) on a year-for-year basis, for a maximum of two (2) years.

NOTE: Your degree or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

SPECIAL REQUIREMENT

Possession of a valid Driver License to operate a motor vehicle in New York State at time of application and to maintain the position.

DP0105
ADOPTED: 04/10/85
REVISED: 09/21/94
            02/24/99
            09/05/08
            01/01/21