![Medicine Hat — The Gas City]

JOB DESCRIPTION

CLASSIFICATION: COORDINATOR - TECHNICAL PROJECTS

JOB TITLE: COORDINATOR - TECHNICAL PROJECTS

REFERENCE NO: 100419

DIVISION: CORPORATE SERVICES

DEPARTMENT: INFORMATION AND COMPUTER SERVICES

APPROVAL DATES: BY: _____   DATE: _July5/19_
COMMISSIONER OF CORPORATE SERVICES

BY: _____   DATE: _July 4/19_
GENERAL MANAGER OF HUMAN RESOURCES

GENERAL DESCRIPTION:

This is a senior unionized position responsible for providing project management and coordination of the Information & Computer Services (ICS) department projects. Working closely with the department's managers and coordinators, the incumbent will manage ICS' projects, coordinate internal resources, monitor and report on project status from conception through to close out for corporate projects requiring ICS support.

ORGANIZATIONAL RELATIONSHIPS:

- Reports directly to the Manager of Application Services.
- Works closely with the Manager of Technical Services and ICS Coordinators in a team environment.
- Develops and maintains relationships with other City staff and external organizations including vendors, professional consultants and contractors.

PRIMARY FUNCTIONS/ACCOUNTABILITIES:

- Responsible for project management of Information and Computer Services (ICS) Department projects:
  - Responsible for management of ICS projects from intake through Project Phases (Alignment and Feasibility, Initiation, Planning, Execution and Close Out).
  - Responsible for ensuring scope, timeline and budgets are maintained for assigned projects.
  - Develops and maintains an approved project plan for the assigned projects.
  - Develops specifications, and works with the Purchasing Department to tender and award as required.
  - Ensures that work is completed to scope and specifications.
  - Maintains and communicates risk and issues logs for each project.
  - Status reporting for assigned projects.
  - Works with ICS Coordinators and Managers to ensure ICS resources required are available and scheduled to complete projects on time.
- Works independently as assigned with other City staff, project leads, business leads as required to determine and develop the scope of work, resource requirements and timelines required of the ICS

department.
- Represents ICS on business projects as assigned.
- Develops, monitors and reports variances to ICS staff.
- Ensures work performed meets or exceeds requirements.
- Projects a positive image of self and the Corporation with all people contacted.
- Performs other related duties, as required.

REQUIRED COMPETENCIES:
- Excellent demonstrated project management skills with strong organizational skills.
- Thorough knowledge of the Project Management Body of Knowledge (PMBOK®).
- Thorough knowledge of the information technology industry.
- Excellent ability to read, interpret and modify business analysis documentation, technical documentation, plans and contracts.
- Excellent written and verbal communication skills with the ability to communicate technical concepts to both technical and non-technical audiences.
- Ability to successfully carry out projects from conception through completion, in a timely, efficient and orderly manner, in accordance with established City policies and procedures.
- Thorough working knowledge of Microsoft Office suite of products (Word, Excel, Outlook, Visio, Project), project management software and email.
- Demonstrated skills and knowledge of scoping methodology, budgeting principles and practices, including knowledge of variance reporting.
- Ability to make decisions independently using well developed professional judgement.
- Ability to establish and maintain effective working relationships with fellow employees, contractors and the general public.
- Ability to lead and facilitate project meetings.
- Ability to attend meetings offsite.
- Knowledge and understanding of Alberta's Occupational Health and Safety legislation as well as the City's Environmental, Health and Safety policies.

REQUIRED QUALIFICATIONS:
- Successful completion of a two (2) year diploma in information technology from a recognized post-secondary institution.
- Five (5) years of project management experience related to information technology projects.
- Project Management Institute (PMI) Project Management Professional (PMP)® certification preferred.
- Valid Class 5 Alberta Driver's Licence with an acceptable driving record and an ability to obtain a City of Medicine Hat driver's licence.
- An equivalent combination of management approved training and experience may be considered.

June 28, 2019