Human Resources
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IT Project Manager

JOB CODE	JOB FAMILY	PROFILE
JCP255	**Information Technology**	**IT Project Manager**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$54,018.00 - $85,363.00**	**June 5, 2026**

The IT Project Manager performs professional duties related to managing small to medium-sized information technology projects. Manages projects from analysis through delivery, ensuring adherence to budget, schedule, and project scope. Uses industry-standard project management fundamentals throughout the project lifecycle. Works closely with business partners to collect and document requirements. Collaborates with IT and business management, as well as vendors, to build a project team. Builds and maintains the project plan. Establishes communication plans and provides status updates throughout the project lifecycle.

Job Description

DUTIES AND RESPONSIBILITIES

- Manage small to medium projects with low complexity, scope, and budget. Examples include: Complexity: Approximately 2 vendor interfaces, 3 systems to be integrated, and 3 stakeholders. Scope: Around 5 project members, 5 organizations, and 2 vendors. Projects are short in nature, lasting from weeks to a few months. Budget: Approximately $100,000 per project.
- Serve as the main client interface on assigned technology projects that are small to medium in size and require limited staff and resources. Review recommendations with clients and receive approval to proceed. Coordinate project activities with vendors and internal technology staff. Maintain effective communication with users regarding vendor activities, problems, status, timelines, and other details. Ensure compliance with County specifications and drive resolution of project-related issues. Monitor project budget and scope to ensure they remain within agreed-upon parameters. Review final outcomes with clients to obtain sign-off that all work is completed in accordance with client requirements.
- Participate in project-related meetings and training sessions.

- Interact with business partners to analyze their business requirements and recommend technology solutions.
- Work with stakeholders and subject matter experts (SMEs) to design appropriate solutions.
- Work with IT and business management, as well as vendors, to build the project team.
- Identify, plan, and monitor project scope, goals, needs, and budget using industry tools.
- Maintain clear documentation of the different phases of the project lifecycle, including requirements, decisions, changes, processes, transition plan, maintenance plan, and end-of-life planning.
- Communicate project status effectively throughout the project lifecycle.
- Deliver completed, high-quality results and successful projects within scope, on time, and within budget.
- Perform other job-related duties as required or assigned.
- *The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.

MINIMUM QUALIFICATIONS

- Bachelor’s Degree in Computer Science, Information Systems, or related field.
- Zero (0) years of increasingly responsible work experience in functional areas of general operations, services, concepts, terms, and activities common to a comprehensive, state-of-the-art information systems program; principles, methods, and techniques used in designing, developing, testing, and implementing computer hardware and software systems and data processing techniques, including hardware and software used to process data with different levels of complexity.

  *Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver’s license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.

WORKING CONDITIONS

- Work is typically performed in an indoor office environment but occasionally requires travel to other locations.
- Work environments may include noise, dust, and/or unpleasant odors, and may occasionally require work in confined spaces.
- Occasional evenings, holidays, and/or weekend work may be required.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of office duties includes telephone, computer, printer, and copy machine.
- Materials and products handled in the course of performing essential duties vary but may include files, forms, reports, various other paperwork, a wide variety of basic office supplies and equipment.