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IT Project Manager Lead

JOB CODE	JOB FAMILY	PROFILE
JCP417	**Information Technology**	**IT Project Manager Lead**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$72,093.00 - $111,738.00**	**September 17, 2026**

The IT Project Manager Lead performs professional duties related to managing large-scale information technology related projects. Leads new initiatives within the IT project management group as well as the IT organization. Builds understanding of the organization and business partners to forecast partners' IT needs. Defines and manages project from analysis through successful delivery, ensuring adherence to budget, schedule, and scope of the project. Works closely with business partners to collect and document requirements. Works with IT, business management, and vendors to build a project team. Builds and maintains project plan. Establishes communication plans, change management plans, and training plans. Projects may be complex in nature, cross organizations, and may span multiple years and include multiple related sub-projects. Mentors, coaches, and leads other IT project managers and other resources.

Job Description

DUTIES AND RESPONSIBILITIES

- Takes on highly technical, specialized, and complex projects; applies acquired knowledge in IT procedures and practices to analyze and recommend solutions to assigned projects.
- Leads new initiatives within the IT project management group as well as the broader IT organization.
- Builds an understanding of the organization and its business partners to forecast their IT needs; recommends projects, defines them, and manages from analysis through successful delivery, ensuring adherence to budget, schedule, and scope.
- Uses acquired project management experience to coach other project managers and apprentices in industry-proven IT project management fundamentals.

- Identifies and leads process improvements across IT and other departments; ensures successful delivery of initiatives.
- Manages multiple related projects across various organizations; oversees sub-projects managed by other project managers under their supervision.
- Manages large projects with high complexity, scope, and budget. Examples include a. Complexity: multiple vendor interfaces, system integrations, and stakeholders across internal and external entities. b. Scope: project teams spanning IT, internal departments, external partners, and vendors; projects may span months or years. c. Budget: ranges from approximately $50K to $5M.
- Coordinates with stakeholders and IT managers to form committees and task forces; leads meetings, drives discussions, and documents decisions.
- Serves as the main client interface on large technology projects; reviews recommendations, coordinates with vendors and internal staff, ensures project compliance with specifications, monitors budgets and scopes, and secures client sign-off upon completion.
- Reaches out to business partners to build relationships, understand their IT needs, and communicate those needs to IT management; defines projects to address those needs.
- Acts as a liaison to business partners; participates in strategic planning and other partner activities to prepare for future IT requirements.
- Holds working meetings with business partners to analyze requirements, map business processes, and recommend technology solutions.
- Collaborates with stakeholders and subject matter experts to design solutions; works with the security team to ensure secure design.
- Coordinates process design, development, and implementation with IT staff and vendors, including programmers, network analysts, DBAs, and server administrators.
- Works with IT and business management, as well as vendors, to build effective project teams.
- Identifies, plans, and monitors project scope, goals, needs, and budgets.
- Builds and maintains a detailed Work Breakdown Structure (WBS).
- Effectively communicates project status throughout the lifecycle.
- Maintains comprehensive documentation across all phases of the project lifecycle, including requirements, decisions, processes, transition plans, maintenance plans, and end-of-life plans.
- Works with stakeholders to define, communicate, and implement change management processes for each project.
- Delivers top-quality results and ensures successful completion of projects on time, within scope and budget.
- *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.
- Four (4) years of work experience performing development and analysis in a comparable complex information systems environment.

*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 o■ce environment but occasionally requires travel to other locations.
- Work environments may include noise, dust, and/or unpleasant odors, and may occasionally require work in con■ned 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.