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IT Project Manager Senior

JOB CODE	JOB FAMILY	PROFILE
JCP316	**Information Technology**	**IT Project Manager Senior**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$63,648.00 - $98,654.00**	**August 28, 2026**

The IT Project Manager Senior performs professional duties related to managing medium to large-sized information technology projects. These projects are often complex and may span multiple organizations. The IT Project Manager Senior leads and coaches other project managers and IT staff, managing projects from analysis through delivery while ensuring adherence to budget, schedule, and scope. This role works closely with business partners to gather and document requirements, collaborates with IT, business management, and vendors to build effective project teams, and develops and maintains detailed project plans. The position also establishes communication strategies and provides regular status updates throughout the project lifecycle.

Job Description

DUTIES AND RESPONSIBILITIES

- Provide coaching in IT project management fundamentals to less-experienced project managers and IT employees.
- Identify and lead IT-related process improvements and deliver successful outcomes.
- Manage multiple related projects across various organizations and collaborate with other project managers on interconnected efforts.
- Manage medium to large projects with moderate complexity, scope, and budget, such as: Complexity: Approximately 5 vendor interfaces, 10 systems to integrate, and 10 stakeholders. Scope: Involving about 10 project team members, 10 organizations, and 5 vendors over several months. Budget: Ranges from approximately $50K to $5M per project

- Serve as the primary client interface on assigned medium to large technology projects. Review recommendations with clients and obtain approval to proceed. Coordinate activities with vendors and internal technology staff. Maintain effective communication with users regarding vendor activity, project issues, status, timelines, and more. Ensure compliance with County specifications, resolve project-related issues, monitor budgets and scope, and review outcomes with clients for final approval.
- Coordinate with stakeholders and IT managers to establish committees and task forces. Lead regular meetings, document discussions, and drive decisions.
- Act as a liaison to business partners by attending meetings, understanding their business needs, and identifying IT-related requirements.
- Conduct working sessions with business partners to analyze project requirements, recommend technology solutions, map business processes, and gather user input.
- Collaborate with stakeholders and subject matter experts (SMEs) to design appropriate solutions, ensuring integration of security with support from the Security team.
- Works with IT, business management, and vendors to build and organize the project team.
- Identify, plan, and monitor project scope, goals, requirements, and budgets.
- Build and maintain the Work Breakdown Structure (WBS).
- Communicate project status effectively throughout the project lifecycle.
- Maintain thorough documentation across all phases of the project lifecycle (PLC), including requirements, decisions, changes, processes, transition plans, maintenance plans, and end-of-life documentation.
- Collaborate with stakeholders to define, communicate, and implement change management processes for each project.
- Deliver top-quality results and ensure successful project completion—on 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.
- Two (2) 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 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.