

Sam Houston State University Human Resources

Staff Classification Description – Director of Project Management

Skill Category: Executive/Administrative

Position (Employee) Class: 1M170

Grade: NC

Date: 12/2016

Department: Project Management Office

Educational & Experience Requirement: Bachelor's Degree in technology related field, business, project management, or other related field. Six years of professional management or project management experience. Project Management certifications (e.g., Project Management Professional (PMP), Program Management Professional (PgMP)) required. A combination of education, experience, certifications, and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position: Provides leadership and vision to the Project Management Office (PMO) through supervision of Project Managers, performing advanced and managerial coordination of projects and portfolios, project and portfolio analysis, documentation and planning. Performs risk analysis, planning and budgeting, and supervision of PMO staff as well as project management activities such as analyzing user requirements, procedures, and needs to ensure compliant, on-time and on-budget project success. Ensures University practices comply with all policy and regulatory guidelines. Duties require critical judgment and a high level of initiative.

Supervision Given & Received: Works under broad direction to coordinate project activities with professional and managerial staff in University departments and divisions, other state agencies, governmental jurisdictions, or private sector partners and contractors. Plans, assigns, and supervises the work of other professional, technical and student staff.

Primary Responsibilities: Leads staff within the Project Management Office and across the university in developing and implementing project management practices. Defines, implements, and assesses campus project management methodology to ensure consistency with State and campus guidelines. Oversees Project Managers in complying with established project management methodologies. Initiates projects, obtains authorization and commitment, and demonstrates business need and project feasibility. Develops criteria for evaluating programs, proposals, and other pertinent information related to project assignments. Develops project and portfolio budgets, forecasts, schedules, analysis, work plans, resource requirements, risk assessments, and cost estimates and projections. Reviews and recommends proposals and bids to management to maintain a healthy project portfolio. Tracks project costs, schedules, and resources to ensure overall fit within the portfolio of projects and compliance with stated strategic timelines. Communicates and explains project methodology and processes. Compiles and distributes project and portfolio information, project and portfolio status reports, and project budget expenditures. Manages project teams consisting of executive staff, consultants, and professional staff. Provides project and portfolio metrics as pertaining to, but not limited to budgets, purchasing bids, processes, activities, resource management, and deliverables as they relate to projects and portfolio management. Performs other related duties as assigned.

Other Specifications: The Director must work collaboratively with faculty, staff, and executives in diverse disciplines toward the goal of project management success. Important contacts with other professional and managerial staff in other departments and divisions, University Administrators and Executives, State and Federal agencies, and outside vendors. Requires a demonstrated ability to establish congenial work relationships and to communicate effectively within department workgroup, throughout the university with executive and managerial staff, and with outside vendors. Interprets and implements complex policies, statutes, and regulations affecting the department or university level. Work requires critical judgment, a high level of initiative, and complex reasoning to solve division and university issues.

This position may be designated as a Campus Security Authority (CSA).

This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.

Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.

Sam Houston State University is Committed to Equal Opportunity in Employment and Education.