



**TO:** SOUTHERN NEVADA DISTRICT BOARD OF HEALTH      **DATE:** August 28, 2008

**RE:** *Approval of new classification specification for Information Technology Project Coordinator, Schedule 26 (\$65,281 - \$91,087)*

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**PETITION # 29-08**

**That the Southern Nevada District Board of Health approve the new classification specification for Information Technology Project Coordinator.**

**PETITIONERS:**

Edward Larsen, *Information Technology Manager*

Angus MacEachern, *Human Resources Administrator*

Michael Walsh, *Director of Administration*

Lawrence Sands, DO, MPH, *Chief Health Officer*

Handwritten signatures in black ink, corresponding to the names listed above. The signatures are written in a cursive style and are positioned to the right of the names.

**DISCUSSION:**

The essential function of the Information Technology Project Coordinator is to perform complex and specialized professional level technical and organizational responsibilities in the management of information technology projects at SNHD. These projects have District-wide impact and require coordination with management and staff across all divisions of the agency.

The incumbent is responsible for independently planning, directing, recruiting and administering resources and personnel for designated IT projects. The classification operates with a high degree of independent judgment, complexity and scope of authority similar to the Database Administrator and Supervisor classifications (Salary Grade 26). In addition, national and local compensation data for this level position support designation of this position at Salary Grade 26.

**FUNDING:**

The funds for this position were approved and allocated for the FY 2009 budget.

## INFORMATION TECHNOLOGY PROJECT COORDINATOR

### **DEFINITION**

To provide overall project management for all District assigned IT projects to include implementation and execution of work in accordance with established project plan and budget; ensure reports, deliverables and other special contract requirements are completed on time, and resolve technical issues that may arise.

### **SUPERVISION RECEIVED AND EXERCISED**

- Receives general supervision from the IT Manager.
- Exercises functional and/or technical supervision over project support staff.

**EXAMPLES OF ESSENTIAL RESPONSIBILITIES AND DUTIES** – *This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.*

- Plans, directs and coordinates cross-functional IT project activities; ensures project goals are accomplished within defined scope, time, and budget constraints.
- Consults with management to understand IT needs, develops and executes project plans to meet those needs; establishes realistic user expectations; define, document and monitor project scope, objectives and timelines;
- Identifies and schedules project deliverables, milestones and required tasks; maintains overview of project and its position and relationships in the larger system.
- Coordinates assignment of project personnel; assigns duties; facilitates meetings; coordinates project training; ensures adherence to software life cycle development, change control, configuration management and related IT department and District procedures and processes.
- Establishes procedures for project reporting and documentation; prepare written status reports; track project changes; conduct audits.
- Coordinates and responds to requests for changes from original specifications.
- Develops business processes that ensure developed application meets all project requirements.
- Coordinates project tasks with all departments to ensure goals and requirements are met; keeps management informed and updated on project and all related issues.
- Develops and maintains technical and project documentation.
- Develops quality assurance test plans and directs quality assurance testing.
- Perform other duties as assigned.

### **QUALIFICATIONS**

#### **Knowledge of:**

- Principles and practices of project management.
- Principles and practices of supervision and training
- Principles and practices of business process reengineering
- Information technology strategic planning techniques and practices
- Computer and software applications as related to the performance of IT project management, including strong skills in MS Office, MS Project or an equivalent project management tool, and workflow or data flow diagramming tools.
- Current and developing trends in information technology
- General business practices of a public health agency
- Customer service techniques and practices in an IT environment

**SOUTHERN NEVADA HEALTH DISTRICT**  
**IT Project Coordinator (*Continued*)**

**Ability to:**

- Communicate effectively in both written and verbal formats
- Plan, execute and control projects at various levels of complexity, establishing realistic estimates and reporting metrics.
- Demonstrate excellent organizational skills to plan, organize, delegate and control work.
- Understand and balance technical issues/solutions with time, cost, and human factors.
- Estimate, plan, track, control costs, and provide status reports.
- Operate a computer and use appropriate software in the performance of work.
- Provide excellent customer service

**Training and Experience Guidelines**

**Training:**

- Equivalent to a Bachelors degree from an accredited college or university in Information Systems Management, Computer Science, Engineering or a closely related field where the majority of course work relates to Information Technology.

**Experience:**

- Two years of professional level experience in project management.

**Licensing/Certification**

- Possession of, or ability to obtain, a valid State of Nevada driver's license.
- Project Management Professional Certification preferred.

**Conditions:**

*All required licenses must be maintained in an active status without suspension or revocation throughout employment. Any employee may be required to stay at or return to work during public health incidents and/or emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.*

*New employees must complete Incident Command System training, ICS 100, ICS 200 and NIMS as a condition of continuing employment, prior to the completion of the probationary period.*

FLSA Non-Exempt  
Bargaining Unit Eligible  
Schedule 26

Approved by the Board of Health on 8/28/08