HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Information Technology Project Manager

Job Code: U8813
Pay Grade: UG
Pay Scale: $74,044.48-$111,066.74 Annually
Exempt: Yes

OVERVIEW

Manage various hardware and software technology projects involving all aspects of the project lifecycle including not limited to analysis, demonstrations, request for proposals, bids, requisitions, quotes, grant funding, purchasing, contracts, quality assurance (QA), testing, training, go-live management, and all supporting documentation for seamless implementation.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Manage full and/or various components of information technology (IT) related projects as assigned.
- Research, recommend, and coordinate the purchase, delivery, and receipt of purchased hardware, software, and/or services.
- Prepare detailed project plans to include, but not limited to, scopes of work, Gantt charts, and work breakdown structures (WBSs).
- Create and maintain design and as-built drawings using MS Visio.
- Work effectively with end users, other IT support team members, command Staff, and vendors in all aspects of project.
- Coordinate required testing activities among various areas for implementation including end user training and various support documentation.
- Utilize resources (e.g., team, development staff, vendors, consultants) effectively to bring hardware related solutions to completion (e.g., meeting milestones, benchmarks, go live and go live support activities).
- Utilize system tools, time, and resources effectively, and provide timely status reports to management.
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- Working knowledge of Internet Protocol (IP) video, video management systems, network video storage, electronic security and surveillance systems, and video conferencing.
- Working knowledge of Microsoft (MS) Windows Desktop and MS Server.
- Working knowledge of local, metropolitan, and wide area networking, IP data, VoIP, 802.xx wireless, cellular, and radio frequency (RF) Microwave Radio.
- Working knowledge of outside plant fiber/copper and utility construction, inside plant fiber/copper, structured network cabling, data center best practices, electronic access control systems network security, and software compliance.
- Working knowledge of a variety of audio-visual equipment and Crestron control systems.
- Working knowledge of state and local government purchasing practices, requests for information (RFI's), requests for proposals (RFP's), and request for quotes (RFQ's).
- Ability to work independently as well as within a team environment.

- Ability to take ownership of an aspect or task on a project with little to no assistance.
- Demonstrated high-level of emotional intelligence understanding and practice.
- Proven track record of influencing group discussions and steering conversations to positive conclusions.
- Proven track record of fully completing implementation of viable solutions.

SKILLS

- Agile Project Management
- IT Coordination
- IT Project Planning
- Requirements Management
- Technology Project Management

WORKING CONDITIONS

- Work within an office environment within a law enforcement agency.
- Stand/sit at a keyboard or workstation for prolonged periods.
- May engage in light physical exertion (e.g., lifting, carrying, pushing and/or pulling of objects and materials up to 10 pounds).
- Work standard business hours.
- May work non-standard hours including nights, weekends, and holidays.
- In the event of an emergency or disaster, may be required to respond promptly to duties and responsibilities as assigned by management chain, Division/District Commander, or the Sheriff (or their designee). Such assignments may be for before, during or after the emergency/disaster.

MINIMUM EDUCATION & EXPERIENCE

- A high school diploma or possession of a GED certificate.
- Five years of experience managing projects that include providing analysis, testing, and implementation.

OR

- An associate degree from an accredited institution of higher education in a technical field.
- Four years of experience managing projects that include providing analysis, testing, and implementation.

OR

- A bachelor’s degree from an accredited institution of higher education in a technical field.
- Three years of experience managing projects that include providing analysis, testing, and implementation.

OR

- Three years of experience in a Hillsborough County Sheriff’s Office Information Services Division position.

ADDITIONAL JOB REQUIREMENTS

- Attendance at the specified Sheriff's Office work location is required.
- Depending on assignment, employees may be required to possess a valid Florida Driver License at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.
- No visible tattoos on face, head, and neck. Tattoos determined to take away from the professional appearance of the Sheriff’s Office must be covered with an appropriate white, black, or neutral covering.
- No illegal drug sale within lifetime.

- No illegal drug use within the past 36 months. No marijuana use within the last 12 months.
- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- No dishonorable discharge from any branch of the United States Armed Forces, the United States Coast Guard, National Guard, or Reserve Forces.
- Successful completion of a background investigation including criminal, reference, employment, and neighborhood checks; polygraph; medical evaluation; and drug screening.
- Live within Hillsborough County or within Citrus, Hardee, Hernando, Lake, Manatee, Pasco, Pinellas, Polk, Sarasota, or Sumter County as long as the residence is located within the 60-mile parameter of Falkenburg Road Jail at the time of appointment/employment (certified only).

The duties and responsibilities on this job description represent the essential functions that an employee must be able to satisfactorily perform with or without reasonable accommodations. Reasonable accommodations shall be made upon request to enable employees with disabilities to perform the essential functions of their job, absent undue agency hardship. The Sheriff's Office retains the right to change or assign other duties to this job as necessary.

PREFERRED QUALIFICATIONS

- A bachelor's degree in a technical field.
- Seven years of experience managing projects.
- Working knowledge of network inventory, network data flow diagrams, power, and cabling.
- Working knowledge of the functions of devices such as routers, switches, firewalls, wireless access points, Voice over Internet Protocol (VoIP) phones, and servers.
- Project Management Professional (PMP) certification.
- Working knowledge of the ITIL framework.