HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

# Senior Information Technology Project Manager

**Job Code:** U8835
**Pay Grade:** UI
**Pay Scale:** $95,382.73-$174,265.61 Annually
**Exempt:** Yes

## OVERVIEW

Lead high-impact technology projects from planning through implementation, overseeing teams and resources to ensure alignment with organizational goals, timelines, and budgets.

## DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Provide senior-level leadership on enterprise-wide information technology (IT) projects, overseeing all phases from concept to completion, and ensuring delivery within scope, schedule, and budget.
- Collaborate with command staff to define technology needs, set priorities, and align projects with organizational goals.
- Develop and manage annual project budgets, monitor milestones, and provide regular updates and performance metrics to leadership.
- Lead vendor selection, contract negotiations, and manage vendor performance throughout the project lifecycle.
- Prepare and maintain advanced project documentation, including scopes of work, schedules, work breakdown structures, risk assessments, and communication plans.
- Establish and promote project management standards and best practices, serving as a subject matter expert on methodologies, tools, and governance.
- Perform other related duties as required.

## KNOWLEDGE & ABILITIES

- Advanced knowledge of project management frameworks (e.g., Project Management Institute (PMI), Agile, hybrid methodologies).
- Comprehensive understanding of enterprise IT infrastructure, including networking, server environments, video and security systems, telecommunications, and data center best practices.
- Proficient in audio-visual systems and related equipment.
- Thorough knowledge of state and local government purchasing practices, requests for information (RFIs), requests for proposals (RFPs), and request for quotes (RFQs).
- 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.

## SKILLS

- Agile Project Management
- Analytical Thinking
- IT Project Planning
- Technology Project Management

- Vendor Relationship 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.
- Seven years of experience managing complex IT projects, including cross-functional coordination, procurement, analysis, testing, and implementation.

OR

- An associate degree from an accredited institution of higher education in information technology, computer science, business, or another technical field.
- Six years of experience managing complex IT projects, including cross-functional coordination, procurement, analysis, testing, and implementation.

OR

- A bachelor’s degree from an accredited institution of higher education in information technology, computer science, business, or another technical field.
- Five years of experience managing complex IT projects, including cross-functional coordination, procurement, analysis, testing, and implementation.

OR

- Four 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 information technology, computer science, business, or another 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.
- Certifications such as ITIL v4, PMP, Microsoft, Cisco, AWS, or CompTIA.