



**USF Job Class Description**  
JOB CODE: 9571  
JOB TITLE: Applications Project Manager  
PAY PLAN: 21  
CAREER BAND: F  
FLSA: Exempt  
CBU: 29  
Revised 09/22/2021

**Job Title: Applications Project Manager**

### **Job Summary**

An Applications Project Manager oversees assigned application and systems development projects of moderate to high complexity. This position is responsible for assembling the project team, assigning responsibilities, and managing schedules and resources to ensure timely completion of assigned projects.

### **Nature of Work**

This is a professional information technology position that most often will work as a part of an Applications Development team in a central IT department such as the Division of Information Technologies, USF Health IT, Academic Computing, or a regional campus IT unit. This position may also be located in a program, center, or institute where a major function of the unit is the development and support of a specialized application. The essential functions of positions assigned to this classification must include direction of staff resources on applications development projects. While the Project Manager may or may not be the direct supervisor of the staff assigned to a project, he or she is responsible for the effective management and direction of those staff when their time is allocated to a project under the Project Manager's supervision. This position requires specialized knowledge of appropriate programming languages and development tools. This is an intermediate to senior level professional position requiring the ability to complete complex application and systems development projects on a timely basis, using the talents of other Applications Developers, Associate Applications Developers, or other assigned staff. This position may work in conjunction with, or consult with, a Senior Applications Developer with expertise in the project area.

### **Examples of Duties**

The following list provides examples of the most typical duties for positions in this job class. Individual positions may not include all of the examples listed, nor does the list include all of the work that may be assigned to positions in this job class.

- Develop the project schedule and plan to ensure timely completion of the project. Obtain management and client agreement with the project plan and timeline, and advise of any obstacles or resource needs that may affect completion of the project as planned.

- Assemble the project team, identify competencies, and assign resources to development tasks appropriate to each individual's knowledge, skill, and abilities.
- Communicate project goals, monitor project progress, and adjust resources as necessary to keep the project on track.
- Apply project management tools and tracking systems to manage all aspects of project progress.
- Utilize project resources and serve as an individual contributor to develop programming code or software modifications using appropriate languages and tools to optimize resources and meet functional user requirements.
- Utilize project resources and serve as an individual contributor to analyze user system and application needs, determine and evaluate potential solutions, develop system specifications and requirements, and design application programs to meet the requirements.
- Utilize project resources and serve as an individual contributor to design integrated solutions which may include applications, databases, networks, and related systems.
- Utilize project resources and serve as an individual contributor to structure, implement, and maintain database systems. Establish policies, standards and procedures to ensure useful and readily accessible data.

**Minimum Qualification Requirements**

Bachelor's degree in Computer Science, MIS or other field involving software and analytical training, and four years of IT related work experience,

OR a Bachelor's degree with no specific required field and five years of IT related work experience,

OR a Master's degree and three years of IT related work experience,

OR a combination of eight years of IT related work experience and validated training.

Preparation for a relevant IT certification is considered to be related training.