

INFORMATION TECHNOLOGY PROJECT COORDINATOR

Basic Purpose:

Positions in this job are responsible for coordination of a variety of administrative functions and information technology services; this job serves as a liaison between users and information technology staff.

Typical Functions:

- Confers with users and reviews requests for services to identify system requirements.
- Identifies requirements and coordinates testing, productions, scheduling and other actions between technical and operational units assists in reviewing and analyzing problems to determine solutions or enhance system performance.
- Consults with appropriate operations and applications staff to identify needs for reports or other production requirements; provides assistance in identifying available services and providing coordination between users and information technology staff.
- Provides training and assistance to users on various types of software and hardware, coordinates support from technical staff when problems require additional analysis or assistance.
- Provides supervision to assigned staff.

Knowledge, Skills, and Abilities:

Knowledge of computer systems networks, of data processing hardware and software functions; of department standards and procedures; of information security and control methods; of the principles and practices of project management and supervision. Knowledge of and skill in appropriate information technology. Ability to coordinate activities and resources; to plan, organize, and manage multiple projects simultaneously; to communicate effectively both orally and in writing; to establish and maintain effective working relationships.

Oklahoma Department of Corrections
Unclassified Job Descriptor

INFORMATION TECHNOLOGY PROJECT COORDINATOR

Education and Experience:

Statutorily Required: N/A

Minimum Qualifications: Five (5) years of experience in computer or network operations, production control, programming, computer analysis, or in the defined program area.