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# Example of IT Portfolio Manager Job Description

Our company is looking for an IT portfolio manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for IT portfolio manager

* Demonstrates ability to manage small to medium sized technical/infrastructure projects- managing scope, schedule, resources, risks/issues, and cost
* Creates a collaborative partnership among IT leaders and portfolio stakeholders, and enables resource demand planning, change management, and project pipeline planning decisions
* Adheres to IT’s Project Delivery methodology
* Demonstrate an ongoing commitment to professional growth in agile project/program management and other key areas
* Performs other critical tasks as required
* Manage the funnel of proposed IT investments for assigned operational PMO, and review new program submissions to ensure information accuracy, thoroughness, completeness and compliance with IT standards
* Participates in customer meetings to ensure services meet customer expectations and incorporates them within the service catalog
* Prepares and supports reporting and communication to maximize stakeholder understanding of the IT Service Catalog and related costs
* Promotes service improvements on an ongoing basis to continually improve quality and customer satisfaction with IT services, including the design of new services within the IT Portfolio
* Review service metrics (KPIs) that identify the success of the services being utilized to recommend and coordinate implementation of changes to services to improve metrics

## Qualifications for IT portfolio manager

* Bachelors or equivalent degree in Business, management or related field
* 3+ years demonstrated experience providing direct IT service/support/consulting (Service Desk, Application Support to business partners, IT-Business Liaison, IT Consultant)
* Technology familiarity with Cloud, client-server, web services, content management and internet, network components - load balancing, routers, firewalls
* Understanding of ITIL methodology with emphasis on ITSM
* A Bachelor’s degree in Finance, Computer Science, Engineering, or related discipline, or equivalent work experience and technical training
* Minimum of 7-10 years of experience in IT Project Management, Business Analysis and client leadership required with experience managing large, interdependent integration efforts, requiring proactive leadership and risk management