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# Example of IT Project Leader Job Description

Our growing company is searching for experienced candidates for the position of IT project leader. 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 project leader

* Serve as an internal consultant to the business and act as single point of contact regarding security issues for the client during projects
* Manage the quality of the deliverables from our external development partners
* Support the management of the application codebase assist in deploy and release activities
* Know, understand, and execute IT and Business projects in accordance with the Project Assessment and Delivery Process (PDP) methodology
* Manage risks associated with delivery of projects
* Deliver projects on time, on target, and on budget
* Create and update project schedules
* Manage, monitor, and report project progress
* Manage AS related costs, internal and external, associated with project delivery
* Build project teams by provisioning the appropriate resources from ITSS Service Providers, transforming individuals from various organizations into an integrated and effective working unit

## Qualifications for IT project leader

* Technical knowledge in infrastructure services, including experience and expertise in the Cisco disciplines of Routing, Switching, Unified Communications Manager, Unified Contact Center Enterprise, Unified Contact Center Express, and several adjunct applications, such as reporting, voice and screen recording, chat and email for contact centers, and management applications
* Solid understanding of the IT Strat Plan and its integration and impact points of involved systems globally for a division or function
* Technical knowledge and solid understanding of computer hardware and software, data management, application programming, data communications, operating systems, utilities and data security
* Bachelor's degree in information sciences or similar field
* At least 7 years relevant industry experience with a strong technical background in either software development or software implement projects
* Proven experience in managing software development projects or managing development teams