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# Example of Program Manager, IT Job Description

Our company is looking to fill the role of program manager, IT. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for program manager, IT

* Perform method study and work sequence analysis to develop “standard work” best practices
* Deploy Lean methodologies to reduce waste and process variation in service industry
* Develop and implement systems automation and production controls
* Manage the development and execution of strategic technology road map for assigned area
* Consult with management to design technology solutions, review departmental goals, and report on IT progress and issues
* Support consolidation and analysis of program IT surveys and analytics
* Manage the coordination of analysis and design of automated solutions to business problems
* Establish standards and procedures for IT and modify schedules and plans as required
* Monitor project results against technical specifications
* Facilitate the adoption of new or improved processes and/or procedures

## Qualifications for program manager, IT

* Excellent oral and written communication skills, including the ability to comfortably communicate with executive management
* Ability to travel domestically and internationally for 2-3 week periods up to 20% of the year
* Ability to communicate highly technical issues to both technical and non-technical audiences
* Demonstrated innovation in IT audit program development and delivery including experience managing SDLC audits or relevant experience
* Knowledge of COBIT (Control Objectives for Information and related Technology), COSO, and IIA Internal Audit Standards
* Experience or knowledge of SOX 404 and 302 IT controls and processes