



## **IT PROJECT MANAGER**

Department: Information Technology  
Unit: 5210  
Level: 7, Exempt

Supervisor's Title: Director, Project  
Management Information Technology  
Supervises: No Staff

---

### **Purpose**

The Project Manager leads the planning, design, and delivery of IT programs and projects that advance Massport's operational efficiency and strategic goals. This role ensures successful deployment of technology solutions by managing scope, budget, and schedules; guiding interdepartmental collaboration; and maintaining compliance with technical standards and financial controls. Through expert oversight and continuous improvement, the position drives innovation and delivers secure, reliable systems that enhance processes and customer experience.

---

### **ESSENTIAL JOB RESPONSIBILITIES**

#### **Manage the scope, design, and delivery of Information Technology projects and/or programs.**

- Manages successful deployment of Information Technology (IT) solutions, typically third-party products procured and configured to meet Massport's needs.
- Develops scope, budget and schedule for IT projects and programs.
- Oversees the preparation of analyses, estimates, and plans necessary to support the project approval process.
- Presents and justifies, in cooperation with the operating departments, new IT projects and programs for Executive Staff and the Board of Directors approval as required.
- Manages the Request for Proposal process from scope definition to contract execution within the framework of Massport's internal operating policies and procedures.
- Directs the activities of inter-departmental teams throughout the project.
- Reviews current workflows and recommends improvements that can contribute to the success of the IT solution.
- Manages the selected consultant or contractor throughout the life cycle of the

- program or project.
- Responsible for monitoring, evaluating, and providing feedback on the status and performance of all projects.
- Responsible for written and oral communication to staff in the operating units, Executive Administration, and the Board of Directors throughout all phases of a program or project as appropriate.
- Ensures budget and resourcing estimates consider total cost of ownership including but not limited to implementation services, solution licenses, platform hardware/licenses, peripheral hardware/licenses, failover and disaster recovery, penetration testing, maintenance and support for all hardware and software, end-of-life replacement, and system owner/administrator resourcing.

**Provides technical guidance to other project managers, project coordinators, and other departments on projects and technical issues.**

- Collaborate with all IT groups including telecommunications, network operations, and application development to ensure fit with Massport product standards, technologies, systems, and applications.
- Work jointly with Massport stakeholders to ensure the technological portion of a given project is considered during the design and implementation phases.
- Collaborate with operating units and IT personnel to ensure that technological solutions benefit Massport as a whole and to optimize synergies between technology and process improvement.

**Prepares, monitors, and manages project related capital and operating expenses.**

- Manages the department's internal project request and review process.
- Monitors ongoing expenditure against approved levels.
- Projects end-of-year project budget performance on an ongoing basis.
- Participates in Administration and Finance Department's quarterly review of budget performance as it relates to assigned projects.
- Develops, recommends, and represents the department in obtaining operating budget adjustments as necessary during the year.
- Provides input to the department's annual capital program budgeting process.
- Develops and submits capital equipment requests as needed.

**Performs other duties as assigned.**

**JOB REQUIREMENTS AND QUALIFICATIONS:**

Education

Bachelor Degree in Business Administration, Computer Science, or equivalent professional work experience required. Master's Degree in business, computer science or related field is preferred.

Experience

3-5 years of experience in IT project management – planning, design, and implementation, preferably in the transportation industry, required. Extensive experience in non-IT related project management may be considered. PMP

certification is strongly preferred.

**UNIQUE EXPERTISE/CERTIFICATION/REGISTRATIONS:**

- Current and valid driver's license unrestricted, except for corrective lenses required.
- Demonstrated success in managing major multi-disciplinary projects through all phases of implementation required.
- Knowledge of the Massachusetts public bidding process preferred.
- Knowledge of budgetary principles and practices preferred.
- Demonstrated organizational and personnel management skills required.

**WORK SCHEDULE AND OTHER REQUIREMENTS**

- This position is based at Massport's Logan Office Center and requires flexibility to meet the dynamic needs of the department.
- Ability to work 37.5 hours per week.
- Ability to pass Massport's pre-employment-controlled substance test and background checks.
- Ability to obtain a Massport Security Badge.
- Ability to pass airfield driving test and obtain Aerodrome Ramp, Apron and Airfield License.
- Current and valid driver's license unrestricted, except for corrective lenses required.