**Position Description**

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| JOB TITLE: IT Project Manager | **DATE:** |
| DEPARTMENT:  Information Technology | **FLSA STATUS:** |
| OFFICE: San Francisco | **JOB STATUS:** Regular, Full-time |

**POSITION SUMMARY & REPORTING RELATIONSHIP:**

The IT Project Manager is a member of the Information Technology (IT) department, responsible for overseeing the successful planning, execution, and completion of technical projects. This role involves managing cross-departmental initiatives, aligning project goals with business objectives, and ensuring timely delivery within scope and budget. The IT Project Manager will act as the primary IT point of contact, providing clear communication, documentation, and updates to all parties involved. Additionally, the IT Project Manager is expected to stay informed about emerging technologies and industry trends to identify opportunities for innovation and process improvement.

**POSITION RESPONSIBILITIES:**

* Define project scope, objectives, deliverables, and success criteria.
* Develop project plans, including timelines, resource allocation, and budgets.
* Identify risks, dependencies, and critical paths to ensure smooth project execution.
* Engage with internal and external stakeholders to gather requirements and provide updates.
* Manage expectations and facilitate resolution of conflicts or challenges.
* Act as a liaison between technical teams, vendors, and business units.
* Coordinate cross-functional teams to ensure project milestones are met.
* Monitor project progress and performance, addressing deviations from plans.
* Oversee testing, deployment, and transition phases to ensure successful handoff to operations.
* Prepare and present regular project updates, reports, and dashboards for stakeholders and management.
* Maintain comprehensive documentation, including meeting minutes, status reports, and project artifacts.
* Foster transparent communication to ensure alignment and awareness across teams.
* Stay informed about emerging technologies and industry trends to identify opportunities for innovation.
* Evaluate and implement best practices, tools, and methodologies to improve project efficiency and quality.
* Analyze project outcomes and provide recommendations for future improvements.

**DESIRED QUALIFICATIONS:**

* Communication skills, must be able to communicate with different levels of people, get a message across to staff and superiors.
* Good problem solving and conflict management skills.
* Must have advanced knowledge of SQL, Python and PowerShell.
* Able to work under pressure with changing priorities.
* Must have advanced knowledge of Microsoft Office Suite, Windows 10/11 and Adobe Acrobat. Experience with a broad range of computer applications, especially legal applications.
* Must be highly organized and be capable of multi-tasking in a fast-paced, professional environment.
* Experience with enterprise systems like iManage Cloud, iRM, IntApp Conflict/NBI/Terms, Elite 3E Cloud, and SharePoint are a plus.

**Reporting:**

**Works Cooperatively and Collaboratively with Others:** Strives to meet deadlines, follow firm policy and department protocols.  Maintains department customer service standards.  Assists with special projects as assigned.  Communicates with clients in a professional and service orientated manner.  Works cooperatively with attorneys, secretaries, and others as necessary.

**QUALIFICATIONS AND REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty with accuracy. The requirements listed below are representative of the education, experience, skills, knowledge, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

**Level:**  Works under moderate supervision.

**Physical Demands:** The physical demands described here are representative of the requirements that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel objects, tools or controls; extensively use a computer keyboard and mouse; reach with hands and arms; talk and listen. The employee is frequently required to sit, as well as to lift and carry objects such as documents and files weighing up to 10 pounds. The employee is occasionally required to move about the office, retrieve items from low or high cabinets/drawers. Specific vision abilities required by this position include close vision and the ability to adjust focus.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job, including moderate noise level, an indoor temperate environment, and light levels that are bright and conducive to minimal eye strain, typical for an office workstation environment.

**SCOPE OF JOB DESCRIPTION AND MODIFICATIONS:** This job description intends to describe the general nature of the job and does not represent that all such duties will be performed by all individuals who hold the job. This job description does not limit the tasks that an employee may reasonably be requested to perform and in no way alters the firm’s at-will employment policies. Substantive changes to this job description may be necessary to meet the changing business needs of the firm. Any substantive revisions to this job description require the approval of the employee’s supervisor, the Human Resources Manager and the Chief Operation Officer