

POSITION TITLE: Project Manager

QUALIFICATIONS: Bachelor's Degree from an accredited four-year college or university in a related field required; Master's Degree preferred. Received a Project Management Professional Certification from Project Management Institute (PMI) required. A minimum of two years project management experience is required. Strong familiarity with or certification in Information Technology Infrastructure Library of Best Practices preferred. One to two years of client management experience with primary accountability for peer-level client relationships, and experienced multiple full project lifecycles from business development to final delivery; broad technical background with exceptional planning, coordinating, management, communication and presentation skills. Demonstrated leadership and project management skills with proven track record of success with large-scale enterprise technology projects. Experience managing technology grants and/or Information Technology (IT) applications development preferred. Experience using object-oriented design and development methodologies preferred. Proficient in MS Project, Outlook, Word, Excel, PowerPoint, and Visio. Must be able to plan and manage work in a team environment. Excellent organizational skills, ability to work independently and implement effective decision making skills toward completion of assigned tasks. Ability to work under pressure and meet multiple deadlines. Ability to establish and maintain effective professional working relationships and work in a cooperative and collaborative manner with administrators, supervisors, managers, technicians and other employees.

PERFORMANCE EXPECTATIONS: Monitors status of all projects and interdependencies. Maintains issue resolution file to ensure that all issues are addressed. Adapts and applies the Infrastructure Technology Information Library (ITIL) delivery approach to meet project objectives and RPS business drivers; establishes and maintains project communications. Oversees project estimations and the development of project deliverables. Manages project managers and coordinators to assure processes are manageable through the project lifecycle. Partners with others to lead teams; builds and structures project teams to ensure maximum performance; provides purpose, direction and motivation to team; clarifies and communicates project objectives and success criteria; ensures a positive, collaborative work environment. Meets with RPS department and cabinet members as needed and provides appropriate and timely communication throughout the life of projects using reports, team meeting notes, dashboards, Gantt charts, etc. Directly supervises the work of Associate Project Manager(s) and third-party partner and/or vendor relationships, as necessary. Develops and maintains relationships with key business stakeholders to ensure deliverables are effective. Performs other related duties as assigned.

GENERAL DEFINITION AND CONDITIONS OF WORK: Oversees the development and tracking of integrated project plans. Work requires frequent standing, sitting, light lifting up to 10 pounds, walking, vocal communication for expressing or exchanging ideas, hearing to perceive information at a normal spoken word level and visual acuity for preparing and analyzing written or computer data.

REPORTS TO: Executive Director Information Communication Technology Services

PAY SCHEDULE: Unified Pay Schedule, Pay Grade 125

LENGTH OF CONTRACT: 260 Days (12 months)

FLSA: Exempt