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| Hi | Project Mgr 3 | Req No./Job Code: | 486259 |
| Department/Group: | Penndot | Rate/Hr: | 48.58 |
| Start Date: | 1/30/2017 | End Date: | 9/30/2017 |
| Submission Deadline: | 01/06/2016 | Work Location: | The Server Farm, 1400 Cameron Street, Harrisburg, PA |

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| Special Notes: (if applicable) | This position requires in-person interviewsClient would prefer candidates local to the Harrisburg, PA Area |

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| Job Description |
| Under limited supervision, provides technical team management guidance for all facets of the work involved in the development and maintenance of the PENNDOT network systems.Role Description:1. Plans and organizes the work of highly skilled technical personnel, who maintain the enterprise network, user authentication/authorization for access management, and windows devices used throughout the Department.2. Prepares and updates detailed project plans using MS Project (PENNDOT standard for Project Management software). Monitors progress to plan, makes necessary adjustments to ensure projects are completed on time.3. Facilitates project related meetings, develops agendas, schedules participants, documents minutes and distributes to team. Updates project plan based on meeting communications.4. Assigns tasks and follows up with Team Leader and/or assigned resources regarding any past due deliverables.5. Reports project status and related issues to superiors on a regular and timely basis, recognizing the sensitivity of key issues to the overall organization and administration.6. Performs related duties as required.Job Duties:Responsible for the development of estimates for the enhancement or development effort in planning, analysis, design, construction, testing, and implementation.- Accountable for delivery of all work tasks identified in the program plan.- Responsible for the capture and reporting of required program management metrics.- Adjust and revise estimates when necessary.- Ensure all changes to scope follow processes and are documented.- Ensure new estimates are approved by the client and agreed upon.- Manage, and track the program progress against the program plan.- Monitor project milestones and phases to ensure the project is on schedule. Take corrective actions if a project begins to slip its schedule.- Prepares status reports on a periodic basis for program team, team leads, group leads, and program manager and appropriate stakeholders.- Plan, organize, prioritize, and manage multiple work efforts across application teams.- Develop the detailed program plan for the enhancement or development effort- Accountable for the final program management evaluation review with stakeholders for approval upon program completion.- Responsible to tailor and baseline all program templates.- Accountable to schedule or monitor status reviews, peer reviews, program management inspections, and software quality assurance work product and process reviews with the appropriate designated resources.- Notify team leads of project timelines, milestones, phases, work requests target dates, and approved executable work package.- Communicate and work with users and client as necessary.- Coordinate and present proposals to agencies as necessary.- Analyze and distribute reports on program metrics associated with work items related to improvement measures.- Ensure processes and activities are followed. Plus the following:- Accountable for the approval and sign-off of the program plan with customer representatives, such as portfolio managers, and all affected program stakeholders.- Accountable for management of scope for the program and gaining agreement and approval of scope changes with customer representatives and affected stakeholders.- Build and maintain relationships with key stakeholders and customer representatives.- Direct work planning and scheduling design work.- Manage, and track the program progress against the program plan.- Serve as the primary point of contact for all program-related issues and resolution of issues.- Coordinate and present proposals to agencies as necessary.- Identify and manage program risk and develops risk mitigation strategies, track to closure.- Ensure team leads adjust and revise estimates when necessary.- Anticipate issues and proactively address them. Resolve conflicts with sensitivity and tact.- Coordinate the establishment of program standards and program specific procedures with team leads.- Responsible for project compliance with standards and procedures.- Responsible for the capture and reporting of required program management metrics.- Responsible to tailor and baseline all program templates.- Develop and facilitate achievement of program service commitments and performance metrics.- Ensure that tasks provide value and support the strategic direction of the program and meet service commitments; conduct reviews with agencies.- Accountable for the final program management evaluation review with stakeholders for approval upon program completion.- Communicate effectively with customers and software / hardware suppliers supporting Commonwealth as appropriate.- Identify and track issues.- Balance workload with program members’ capacity.- Communicate to team members how their work assignments relate to and help achieve program objectives.- Plan program specific training and orientation needs.1. A Bachelor’s degree in Information Systems, Computer Science, Business Administration, or a related discipline, or equivalent is required. Formal training in project management is desired.2. A minimum of five years of project management experience is required.3. Demonstrated proficiency in project management techniques and coordination of technical resources. Knowledge of problem analysis and hardware/software configuration is required.4. Highly effective oral and written communication skills are required to supervise project personnel and report to senior management and to communicate with all levels of the organization5. Superior interpersonal and customer service skills required including ability to work effectively in a team environment. High level of proficiency in effective problem solving required.6. Expert Level in Microsoft Office (Word, Excel, etc.) |

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| **Required Skills:** | |
| Experience with formal project management methodology | 5 yrs |
| 4 year college degree or equivalent technical study | Highly Desired |
| Project management experience | 5 years |
| Demonstrated proficiency in PM techniques & coordination of tech resources | 5 years |
| Knowledge of problem analysis and hardware/software configuration | 5 Years |
| Expert in Microsoft Office (Excel, Word, etc.) | 5 years |
| PMP certification |  |