



SENIOR PROJECT MANAGER

Classification #: 093

FLSA: Exempt

EEOC: 2

GENERAL STATEMENT OF DUTIES

To coordinate the planning, development, administration and implementation of major business process re-engineering or enterprise technology projects from inception to completion; coordinate and facilitate the committees, task forces, and project teams; implement strategies and action plans; manage project work, meet project goals, ensure delivery of results, monitor progress and manage the activities of the project through successful completion. Perform research, development, management and administration of major projects and processes usually requiring input and coordination among several disciplines and/or departments. Maintain appropriate reports, records and documentation. Perform other duties as assigned.

SUPERVISION RECEIVED

Works under the general supervision of the Information Technology Director, or designee, who assigns, reviews and prioritizes work; ensures conformance to established standards, policy, procedures and accepted practices.

SUPERVISION EXERCISED

Supervision of other employees is not a responsibility of positions in this classification. However, the incumbent may lead or coordinate the work of contracted staff, professional, finance, information technology and administrative support staff participating in major business re-engineering and/or enterprise (countywide) information technology projects.

EXAMPLES OF DUTIES (Duties may include, but are not limited to the following)

1. Plan, develop, manage and implement the activities and operations of enterprise business process re-engineering or technology project(s).
2. Interpret organizational and business goals, policies, and practices; direct the development and implementation of project goals, objectives, policies and priorities; facilitate and manage the integration and coordination of systems, processes, staff and resources on an intra- and inter-departmental basis; provide direction, leadership and act as an information and support source to project team members.
3. Oversee project activities in compliance with program priorities and the utilization of resources in order to carry out the goals and objectives as determined by the project outcomes and related management members; identify project members and related partners and stakeholders.
4. Monitor project status to ensure progress toward completion; complete required steps within timelines; modify project plan as necessary in response to unforeseen changes or unexpected developments and informs management, partners and stakeholders; coordinate changes with team members. Identify potential difficulties or barriers to meeting project goals and take steps to mitigate or avoid.

5. Coordinate work among project team members; build and maintain a cooperative team environment; facilitate effective communications at all levels; consult with appropriate staff to resolve issues; identify and minimize risks; develop contingency plans, and identify opportunities to ensure projects are completed successfully.
6. Assess needs; develop and implement organizational change management policies and procedures; ensure documentation, configuration, and version control.
7. Coordinate and conduct training; define and document processes, procedures and business requirements; maintain appropriate records, information, documentation and reports; ensure compliance with all applicable standards, policies, laws, rules and regulations.
8. Organize, facilitate and participate in meetings of stakeholder groups to identify needs and build consensus and collaboration. Stakeholders may include elected officials, department heads, internal department staff, staff of other agencies, vendors, and project leadership teams.
9. Prepare project budget including assessment of funding options and make recommendations to management.
10. Represent project team in committee meetings and work sessions regarding project status including facilitating and working effectively to develop consensus within divergent groups or divergent viewpoints; provide status and progress reports; assist in clarifying expected outcomes and managing stakeholder and partner expectations; provide written and verbal reports and presentations on project status as required. May be required to make formal presentations.
11. At time of project completion, closes files and reviews records to ensure documentation is appropriate and complete.
12. Other duties as may be assigned.

RECRUITING REQUIREMENTS

KNOWLEDGE, SKILLS AND ABILITY

Knowledge of: Best practices in project management methodologies (Project Management Institute PMBOK); project budgeting procedures and techniques; change management procedures and the application of those procedures to the project management process; report writing methods and techniques; management analysis required to ensure project(s) is within scope and meets budget expectations.

Skill and Ability to: Communicate effectively, both orally and in writing; prepare and deliver written and oral presentations to elected officials, individuals, and large audiences; develop a focused project plan to create, manage and implement a complex project(s) and achieve goals within established timelines and budget; well developed organizational, analytical and problem-solving skills; self-directed, able to work independently and as part of a team; ability to articulate concepts to staff, partners and stakeholders; demonstrated ability to establish and maintain cooperative and effective working relationships with those contacted in the course of work; ability to manage multiple projects and priorities and to implement change as necessary within budget constraints; interpret and apply laws, rules and regulations.

EXPERIENCE AND TRAINING:

1. Graduation from a four-year college or university with major course work in computer science, business or a related field; **AND**
2. Five years of increasingly responsible experience in an information technology environment that includes three years of business process systems development and/or project management; **OR**
3. Any satisfactory equivalent combination of education, training and/or experience relevant to the position.

SPECIAL REQUIREMENTS:

1. Must possess, or obtain within 30 days of hire, a valid Oregon driver's license.
2. Must possess and maintain an acceptable driving record.
3. Final candidate must pass a criminal history background investigation. Conviction of a crime may not necessarily disqualify an individual for this classification.

Adopted: 11/06

Retitled: 8/07

Revised: 8/07, 4/08, 08/11