

## LEGISLATIVE COUNCIL POSITION DESCRIPTION

THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT.

**POSITION:** IT Project Manager

**AGENCY:** Legislative Service Bureau

**DIVISION:** Information Services

**SALARY SCHEDULE RANGE:** M

**STATUS:** Full-time

### **GENERAL DESCRIPTION OF POSITION:**

This position is responsible for planning, executing, and finalizing projects according to strict deadlines and within budget. They oversee the development and implementation of technology-related projects and lead project teams to ensure successful project delivery.

### **EXAMPLES OF WORK:**

#### **Project Planning:**

- Define project scope, goals, and deliverables that support business goals.
- Develop detailed project plans, including schedules, budgets, and resource allocation.
- Identify project risks and develop mitigation strategies.

#### **Project Execution and Monitoring:**

- Lead and manage project teams, assigning tasks and responsibilities.
- Track project progress and performance to ensure adherence to project plans.
- Manage project changes and scope adjustments, keeping projects on track.
- Communicate with stakeholders to keep them informed about project status and updates.
- Manage stakeholder expectations and address any concerns or issues.
- Facilitate collaboration among team members and stakeholders.

#### **Resource Management:**

- Allocate project resources, including personnel and materials, effectively.
- Monitor resource usage and adjust allocations as needed.

#### **Budget Management:**

- Manage project budgets, tracking expenses and ensuring projects stay within budget.
- Prepare financial reports and projections for the project.

**Quality Assurance:**

- Ensure that project deliverables meet quality standards and requirements.
- Conduct quality assessments and implement improvements, as necessary.

**Risk Management:**

- Identify and assess project risks and create risk management plans.
- Monitor risks and adjust project plans as needed.

**Team Leadership and Development:**

- Lead, coach, and motivate project team members.
- Encourage team collaboration and knowledge sharing.
- Conduct performance evaluations and provide feedback.

**Project Closure:**

- Oversee the successful completion of projects, including final deliverables and documentation.
- Conduct project evaluations and lessons learned sessions.

**Compliance and Best Practices:**

- Ensure that projects comply with relevant regulations and company policies.
- Stay up to date with industry best practices and emerging technologies.

Performs other duties as assigned.

**MISSION STATEMENT PRINCIPLES AND GOALS**

- Displays a team-oriented attitude toward co-workers and other Legislative Council staff.
- Provides high-quality services and products to members of the Legislature and other customers.
- Acts in a professional manner.
- Takes initiative in improving one's knowledge, skills, and judgments to better serve the Legislature.

**KNOWLEDGE, SKILLS, AND ABILITIES THE EMPLOYEE SHALL EXHIBIT IN THE POSITION:**

The employee in this position possesses the knowledge, skills, and abilities to:

- Thorough knowledge of Project Management principles, concepts, and practices.
- Thorough knowledge of system development lifecycle used for the development of new systems and enhancements to existing information systems.
- Thorough knowledge of advanced concepts and basic operating principles of data communications and information systems hardware and software.
- Thorough knowledge of Agile methodology, to direct and coordinate the day-to-day activities, tasks and deliverables required from the project team according to the project plan.

- The ability to manage an Infrastructure Project as a service by directing and coordinating the day-to-day activities, tasks and deliverables required from the project team according to the project plan.
- Knowledge of systems development lifecycle approaches as they apply to Project Management for the establishment, management and delivery of IT Products and Solutions.
- Ability to coach leaders, teams, and Scrum Masters in Agile practices and mindsets.
- Ability to transition service including transition planning and support, release/deployment management, service validation and testing, change management, service asset and configuration management, and knowledge management.
- Ability to work in a team environment involving matrix organizations.
- Ability to resolve conflicting high-priority requirements.
- Ability to communicate the needs of others effectively.
- Ability to gather and analyze facts, draw conclusions, define problems, and suggest solutions.
- Ability to conduct training and informational sessions.
- Ability to communicate effectively, build consensus, facilitate working sessions, and negotiate solutions and alternatives.
- Ability to maintain favorable public relations and perform problem/issue resolution.

#### **MINIMUM QUALIFICATIONS FOR THE POSITION:**

- Bachelor's degree in computer science, information technology, business, software engineering, or related field required.
- Project Management Professional (PMP) required.
- Three or more years of experience in IT project management.
- Proven track record of delivering IT projects on time, on budget, and on scope, with high customer satisfaction and business value.
- Demonstrated expertise in IT project management methodologies, tools, and best practices, such as PMBOK, Agile, Scrum, Kanban, etc.
- Proficiency in project management software, as well as MS Office, MS Project, Visio, etc.
- Excellent communication, presentation, facilitation, negotiation, and influencing skills, with the ability to communicate effectively with different levels of stakeholders and audiences.
- Strong analytical, problem-solving, decision-making, and critical thinking skills, with the ability to handle ambiguity and complexity.
- Highly organized, detail-oriented, and self-motivated, with the ability to prioritize and manage multiple tasks and projects simultaneously.
- Team player, with the ability to work together with diverse teams and personalities.

#### **NECESSARY SPECIAL REQUIREMENTS:**

- Must be willing and able to work overtime as required.