



Job Posting

Posting & Application Period:
July 18 – August 11, 2024 (by 5:00 pm)

Project Manager

DEPARTMENT: Legislative Service Bureau | Information Services Division
STATUS: Full-Time | Monday-Friday, 8:30 am – 5:00 pm (37.5 hours per week)
PAY RANGE: \$75,931 - \$137,140 annually
Range M on the 10-1-2021 Legislative Council Salary Schedule
JOB LOCATION: 124 W. Allegan Street, 4th Floor–Boji Tower, Lansing, MI

GENERAL DESCRIPTION OF DUTIES

This position is responsible for planning, executing, and finalizing projects according to strict deadlines and within budget. Individual will oversee the development and implementation of technology-related projects and lead project teams to ensure successful project delivery. Duties include quality assurance, risk management, team leadership and development, project closure, and development of best practices.

The LSB is a non-partisan legislative information and service agency that is part of the Legislative Council. The agency provides bill drafting, research, printing, technology, telecom, and other services to all members of the Michigan Legislature to support the lawmaking process. The IS Division provides bill drafting and amending tools, internet and telephone services, software for consolidated chamber automation, and maintains public and internal websites.

MINIMUM QUALIFICATIONS and ABILITIES

- 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.

HOW TO APPLY

Online applications only are being accepted through the State of Michigan's NEOGOV system at <https://www.governmentjobs.com/careers/michigan>. Applicants must include a resume, college transcripts, and a cover letter as separate attachments in their online application for full consideration. **The deadline to apply is 5:00 pm on August 11, 2024.**

Current Legislative Council employees who wish to apply should contact the LSB Human Resources Office at humanresources@legislature.mi.gov or call 517-373-9643.

ADDITIONAL REQUIREMENTS and INFORMATION

All Legislative Council employees are considered "at-will," with the exception of LSB Printing Division union members. Employees are required to be non-partisan and maintain confidentiality. This position is an unclassified, non-Civil Service position in State government.

The Legislative Council accepts resumes and applications for employment only for current position vacancies. The Legislative Council is an Equal Opportunity Employer. Michigan law prohibits discrimination based on religion, race, color, national origin, age, sex, marital status, gender identity or expression, sexual orientation, height, weight, arrest record, or handicap. If an accommodation is needed during the application process, contact the LSB Human Resources Office.

For questions, call the Legislative Service Bureau Human Resources Office at (517) 373-9643.