JOB OPPORTUNITY #: 915-1170

<u>PROJECT MANAGER INFORMATION TECHNOLOGY</u>

<u>**Summary:**</u> Coordinates cross-functional, strategic projects while also leading internal projects and process improvements initiatives. Analyzes, gathers, and documents requirements for new projects enhancements as well as testing, implementation, and rollout of projects.

<u>**Key Responsibilities:**</u> Initiates, plans, executes, and controls projects involving multiple people, offices, departments, stakeholders, & technology components. Aligns project requirements & deliverables with the strategic & tactical goals of the organization. Measures & is accountable for the short & long-term project results. Ensures proper processes are met & documented. Maintains close relationships with internal departments/offices in order to coordinate ancillary activities. Ensures the implementation of changes or new processes meet the organization's requirements. Understands the needs of the stakeholders. Defines project objectives & deliverables to meet those needs. Identifies assumptions & constraints that impact schedule, resources, costs, quality, & risk. Defines scope, schedule, budget, & quality levels for the project. Develops & performs routine audit processes. Participates in recommendations for improvements of process & administrative issues or inefficiencies that impact the ancillary activities. Implements process changes as needed. Develops charters for significant projects. Problem resolution. Provides options to resolve issues & problems arising from ancillary development or execution processes. Provides direct support including, but not limited to, conference calls, timeline development, meetings, problem resolution, audits, & third party audits. Prioritizes projects & day to day work flow for self & other team members as appropriate. This role requires end-to-end project management accountability, demonstrating responsibility for & ownership of the entire process from beginning to end.

Status: Full Time, Exempt

Working hours: Primarily 8:00 am – 5:00 p.m., Monday – Friday

Qualifications: Bachelor's degree in Business, Project Mgmt, Mgmt Info. Systems, Computer Science, or related area, or the equivalent through a combination of education & work experience; MS Access, Excel, & other PC based database tools; Excellent communication & customer service skills; Strong analytical, planning, problem identification, & resolution skills required; Ability to plan for & integrate multiple tasks concurrently as well as work independently with minimal direction; Experience communicating basic project methodology concepts for managing scope, cost, & schedule. **Preferred qualifications:** 5-8 years relevant experience, including five years project management experience; Familiarity with formal project mgmt methodologies; Demonstrated decision-making, analytical & problem solving abilities; Track record of establishing priorities & meeting deadlines; Effective supervisory skills; PMP certification; MBA or equivalent work experience.

Must have a clear criminal history, excluding minor traffic violations, and be able to pass a background check. Must meet minimum qualifications set forth by the FBI and MSHP CJIS Security policy.

Annual Salary Range: $49,254 - $73,881 Salary commensurate with experience.

Deadline for Application: Applications will be accepted until the position is filled.

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Apply online at www.showmeboone.com or in person at the Human Resources Department, 613 E Ash, Boone County Annex, Columbia, MO 65201, or call (573) 886-4395 if you have questions. Please call in advance if special accommodations are required in order to apply. Benefits include 100% County paid medical and dental employee insurance premium, pre-tax savings program, 2 weeks' vacation, 13 paid holidays, matching deferred compensation plan and retirement plans. To see a complete list of posted positions, submit an online application or to download the application, log on to www.showmeboone.com.

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