

JOB PROFILE SUMMARY

- Project Manager
- This is a non-career, term job.
- Works under the general supervision of the Technology Governance and Compliance Manager.
- Serves in the Technology Governance and Compliance Division of the Program Support Department of the Office of Technology (Office) at the Corporate Office Building (COB).

Works with Airports Authority business areas (Airport Operations, Finance, Human Resources, Engineering, Public Safety, etc.) to effectively manage the business area's technology projects. Ensures that assigned projects are managed according to established PMLC processes, policies, procedures, and overall best practices. Performs related functions.

GENERAL RESPONSIBILITIES

- Provides project leadership; drives implementation planning and execution of projects.
- Assists in the definition of project scope, objectives, and technical feasibility and that the project supports the strategic direction of business area(s) and helps business area(s) meet their goals and objectives.
- Develops detailed project plans to monitor and track progress. Uses reporting tools, including the Office's PPM tool, to collectively monitor activities.
- Manages projects according to the PMLC framework reporting on active projects for performance, planning, delivery, and adherence to timelines. Ensures project deliverables are completed according to PMLC.
- Leads assigned projects through quality reviews for PMLC compliance by reviewing deliverables for quality and completeness. Ensures projects follow the established quality, enterprise architecture standards, and life cycle frameworks.
- Works to ensure involvement of all relevant stakeholders; tracks, coordinates, and regularly updates business area decision makers and stakeholders on project related activities and project performance.
- Evaluates project-related risks as part of lifecycle analysis and escalates known risks to managers and senior business area stakeholders in accordance with established processes. Works with business area stakeholders and project teams to identify, resolve, or escalate project issues; conducts research into project-related issues.
- Assists in implementing supporting processes to enable cultural and business process changes. Collaborates across multiple teams and Airports Authority business areas to achieve shared business objectives.
- Works to ensure that final completion of projects are on time and within budget. Assists business areas with conducting user acceptance testing.
- Works with Contracting Officers/Managers and may serve as the Contracting Officer's Technical Representative (COTR) to help manage vendors and vendor relations to minimize vendor related risks to technology projects.
- Performs other duties as assigned.

QUALIFICATIONS

- Seven years of progressively responsible experience in Information Technology with at least five years of experience in IT project management including:
 - managing multiple large/complex IT/Technology projects within PMLC and/or SDLC frameworks;
 - leading vendor projects, with COTS or vendor delivered hardware projects; and
 - project management work within other job functions within software development, operational or infrastructure positions.
- Knowledge of project management, systems, and technology operations to lead; collaborate; communicate with project team, vendors, senior management and business stakeholders; and lead projects by understanding/interpreting business requirements and implementing effective solutions.
- Skill in hands-on delivery of project implementation and skill in guiding project teams and stakeholders through risks and issues.
- Ability to perform complex analyses of data and information and make recommendations.
- Organizational and leadership skills to manage complex technology projects.
- Strong interpersonal, written and oral communication skills.
- Ability to establish and maintain effective relationships with employees, management, and others.
- Skill in using computer hardware, a modern office suite software and a computerized project management system.

PREFERRED QUALIFICATIONS

- Project Management Professional (PMP) from Project Management Institute.
- ITIL Certification in Service Management.
- Experience in Vendor delivered projects such as COTS, SaaS, or hardware based delivery.

EDUCATION

- A Bachelor's Degree in Information Technology, Business Administration, or an equivalent combination of education and experience that totals four years.

A fully equivalent combination of education and experience beyond what is needed to satisfy the education requirement may be used to substitute for up to two of the seven years of experience.

CERTIFICATIONS AND LICENSES REQUIRED

- A valid state driver's license.

NECESSARY SPECIAL FACTORS

- None.