



IT Project Manager

The City of Baltimore is in search of a mid-to-senior level IT Project Manager to manage the day-to-day technical, operational, and administrative aspects of agency-budgeted projects through all lifecycles [i.e., design through to completion]. The IT Project Manager will bring mature project management, discipline, focus and innovation to the Agency.

KEY FUNCTIONS

- Execute all project phases: needs assessment, system analysis, implementation, development, maintenance and support. Identify gaps in system performance and user requirements, then develops quality control measures to ensure new design closes this gap.
- Manage project dimensions [scope, resources, budgets, timelines, and quality] while building and maintaining detailed project plans per established standards; review the progress of the project on an ongoing basis.
- Define project objectives and oversee quality control throughout its lifecycle; set project standards and methodology; submit progress reports to senior managers and customers.
- Manage issues lists and impediments; maintain oversight of schedules, milestones, and deliverables.
- Develop, recommend, and manage project budgets and resources per established Agency standards.
- Establish project governance according to project methodologies.
- Communicate with customers and stakeholders to identify changing requirements, clarify the desired outcome and actual performance of a project. Identify and proactively address and resolve project risks.
- Negotiate with suppliers, vendors and or sub-contractors engaged on projects to ensure effective cost management.
- Directs cross-functional project teams as necessary to achieve agency strategic plan.

MINIMUM QUALIFICATIONS

- Requires a Bachelor of Science degree from an accredited college/university in Information Technology, Computer Science, Computer Engineering or related discipline from an accredited college or university; **and** six (6) years of project management experience that includes application programming, systems design, hierarchical/relational databases, or GIS.
- Requires excellent verbal and written communication skills.
- Requires excellent analytical skills to understand and document business requirements.
- Requires excellent project management skills and knowledge of applicable software.

- Requires effective time management skills to prioritize day-to-day activities.
- Demonstrated ability to elicit cooperation from a wide variety of sources including team members and other stakeholders.
- Demonstrated ability to respond to a changing environment, acknowledging urgency when necessary.
- Demonstrated ability to exercise good judgment and discretion in confidential matters.
- Demonstrated ability to respond to project adjustments and alternatives promptly and efficiently. Demonstrated ability to establish and maintain effective working relationships with others.
- Demonstrated ability to be multi-task and proficiently execute details within tight deadlines.
- Knowledge of relative, appropriate industry software programs.
- Knowledge of financial management for project management.
- Previous project management lead experience is preferred.
- Previous IT experience in government is preferred.

Interested Candidates

Please send Resume and Cover Letter with salary history (past 6-years) **and** current salary requirements to MOIT.Jobs@Baltimorecity.gov. Cover Letters without salary history and current salary requirements will not be considered.

Telephone calls will not be accepted. Only those candidates selected for a telephone interview will be contacted.

In compliance with federal law, the incumbent will be required to verify identity and eligibility to work in the United State and complete the required employment eligibility verification document upon hire.

Those eligible who are under final consideration for appointment will be required to authorize the release of criminal conviction information.

Equal Opportunity Employer