

City of Baltimore
Department of Human Resources
201 E. Baltimore Street, Suite 120
Baltimore, MD 21202
www.baltimorecity.gov

Invites applications for the following position:

Special Projects Manager

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| Agency: | Department of Human Resources |
| Date Opened: | 12/18/2017 |
| Filing Deadline: | Open until Filled |
| Salary: | Commensurate with experience |
| Employment Type: | Temporary Position (No Benefits) |
| Recruitment Specialist: | |
| This list may be used to fill similar vacancies within DHR | |
| Introduction | |
| <p>The City of Baltimore's Department of Human Resources (DHR) is seeking an experienced Special Projects Manager who will report to the Director & Chief Human Capital Officer and work closely with the DHR senior leadership team to provide project management, strategic, operational and transactional support in coordinating, steering and implementing special projects and initiatives within the Department of Human Resources. This is the perfect position for a talented, high - energy, individual that thrives in a fast - paced environment and wants the challenge – and the many personal rewards – of working in an innovative, diverse, performance management and mission - driven organization.</p> | |
| Location of Position | |
| 201 E. Baltimore Street, Suite 300, Baltimore, MD 21202 | |
| Main Purpose of Position | |
| <p>The Special Projects Manager will devise, implement, direct, coordinate, lead and manage the execution of special projects and initiatives outlined by the Director & Chief Capital Officer for DHR. This position requires a tough leader that is highly motivated and detail oriented to track, coordinate, manage and maintain a myriad of components (milestones, task, subtask, resources) in connection with DHRs initiatives. We are looking for an exceptionally organized and disciplined candidate with dynamic interpersonal skills with the ability to provide a positive and supportive attitude in a cooperative team environment. Skilled in business administration expertise while seamlessly liaising partners across different levels of management and multi-disciplinary teams to drive operational support of daily tasks and functions.</p> | |
| Position Duties | |
| <p>This position will:</p> <ul style="list-style-type: none">➤ Provide project management, strategic, operational and transactional assistance to the Director & Chief Human Capital Officer and the senior leadership team by planning, developing, implementing, coordinating, communicating, tracking and reporting long and short term deliverables in connection to DHR special projects and initiatives.➤ Plan, coordinate, communicate, schedule, and organize project activities with internal and external stakeholders, vendors and partners to meet goals and objectives in connection to DHR special projects and initiatives.➤ Coordinate meetings, communications, events, or team building activities; and serve as a key resource for strategic plans and follow-ups. | |

- Collect, analyze and interpret data and metrics in connection to DHR special projects and initiatives; and present findings in a manner consistent with executive level reporting.
- Coordinates and directs the activities of personnel involved in the development and implementation of special projects.
- Analyzes state and/or federal law and regulations to ensure project compliance.
- Carry out administrative duties by collecting data, sorting, filing and sending out project files to the right personnel, workers, and stakeholders.
- Attend meetings to get details of items discussed at the meeting and ensure adequate follow-up.
- Evaluate the nature and condition of projects and make useful suggestions on the best practices and strategies to apply in project execution.
- Perform other related duties as assigned

Minimum Qualifications

Education: Bachelor's Degree in Human Resources, Business Administration, Project management or related field.

Experience: Eight (8) years of business administration/operations with at Three 3 years hands-on management experience including: project management techniques and tools, group organization, communications, material preparation, task management, and cost and benefit financial analysis.

Knowledge of both theoretical and practical aspects of project management preferred.

Licenses, Registrations and Certifications:

A valid Maryland Class C Noncommercial driver's license or an equivalent driver's license and eligible to obtain a Baltimore City driver's permit may be required.

Drug & Alcohol Testing

Candidates under final consideration for appointment will be required to submit to drug and alcohol testing.

Criminal Background Check

Candidates under final consideration for appointment to positions identified as “**positions of trust**” will be required to authorize the release of and successfully complete a criminal conviction check.

Selection and Examination Process

Applicants who meet the minimum qualifications will be evaluated. The evaluation may be a rating of your application based on your education, training, and/or experience as they relate to the requirements of the position. Therefore, it is essential that you provide complete and accurate information on your application. Please report all related education, experience, dates and hours of work. For education obtained outside the U.S., a copy of the equivalent American education as determined by a foreign credential evaluation service must accompany the application. All information concerning your qualifications must be submitted by the closing date. We will not consider information submitted after this date.

Should additional information regarding this recruitment be required, please contact the Recruitment and Talent Acquisition Division at 410-396-3860 or via email at recruitment@baltimorecity.gov

Appropriate accommodations for individuals with disabilities are available upon request by calling: (410) 396-3860.

Benefits

Health Benefits are not available for this position.

Further Instructions

If you encounter difficulty attaching required documentation to your application, you may submit your documentation via email to njukang.asong@baltimorecity.gov or deliver in person. Please be sure to include

your name, and title of the position you are applying for on all documents to ensure timely processing.

Required documentation and/or any required addendums may be mailed to:

Department of Human Resources
Attn: Njukang Asong
201 E. Baltimore Street, Suite 120
Baltimore, MD 21202

*The **City of Baltimore** is an equal opportunity employer. It is the policy that all persons have equal opportunity and access to employment opportunities, services, and facilities without regard to race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, disability or veteran status.*