

TENNESSEE DEPARTMENT OF FINANCE AND ADMINISTRATION
SR PROJECT MANAGER
GENERAL GOVERNMENT INFORMATION TECHNOLOGY SOLUTIONS

Job Summary: Under direction of the General Government Executive IT Director within Strategic Technology Solutions, is responsible for leading medium to large information technology projects and provide leadership to a team of intermediate project managers and business analysts.

Responsibilities:

- Project management - Responsible for all phases of the system development life cycle. Able to identify and drive business relevant projects with well-understood Key Performance Indicators (KPI) and ensure customer requirements are fulfilled
- Manage and/or oversee multiple projects simultaneously
- Build a team of Project managers and Business Analysts
- Business Process re-engineering
- Devise and document both functional requirements and technical specifications for the general system design based on the anticipated deliverables
- Negotiate options with key stakeholders to ensure the optimum solution is selected
- Perform value-based justifications for recommended actions and IT solutions, while considering finance and budgetary implications
- Communicate the recommended changes and obtain buy-in from the agency member community, including the respective members of Management

Minimum Qualifications: Bachelor's degree in an IT related field or business and five years of IT project management experience. Relevant professional information technology experience may be substituted for the required degree.

- Successful experience leading Information Technology projects from initiation through closure
- Successful track record of delivering small to medium projects within schedule and budget
- Solid knowledge of Project Management approaches and methodologies including waterfall and agile
- Experience with an enterprise level project management system and MS Project
- Results-oriented project management skills
- Experience in business process re-engineering and process improvement
- Excellent interpersonal, written, and verbal communication skills
- Comfortable interacting with various levels of management and coworkers
- Strong analytical and problem-solving skills with root cause investigation experience
- Excellent time management, organization, and prioritization skills

Preferred Qualifications:

- Master's degree in business administration, information technology, project management or related field
- PMP Certification
- Five years of increased responsibility in professional IT project management
- Four years supervising and leading project managers and business analysts
- Two years experience with PeopleSoft and ERP knowledge
- Strong Knowledge of Real Estate IWMS implementations, specifically Archibus
- Experience managing project budgets and resources

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Knowledge, Skills, Abilities, Competencies

- Conflict Management
- Comfort around Higher Management
- Customer Focus
- Dealing with Ambiguity
- Delegation
- Directing Others
- Organizational Agility
- Organizing
- Planning
- Process Management
- Written Communications
- Identifying Objects, Actions, and Events: Develops or updates plans for projects including project objectives, technologies, systems, information specifications, schedules, funding, and staffing
- Estimating the Quantifiable Characteristics of Products, Events, or Information: Determines time, cost, resources, and materials needed to complete the project
- Selling or Influencing Others: Establishes and manages stakeholder expectations
- Making Decisions and Solving Problems: Collaborates with project stakeholders to identify and resolve/escalate problems as appropriate. Identifies and manages project dependencies. Manages project change control process
- Resolving Conflicts and Negotiating with Others: Under general supervision, manages and resolves project conflict. Exercises active listening techniques when faced with complaints or disputes and develop potential solutions or assist others in finding positive outcomes
- Customer Focus: Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect
- Scheduling Work and Activities: Manages project execution to adhere to schedule, Directs or coordinates activities of project personnel, Coordinates the assignment of project work according to plan and schedule. Develops project schedule
- Communicating with Supervisors, Peers, or Subordinates: Executes the project communication plan as detailed in the project management plan, Communicates project and product expectations to project stakeholders, Reports project status to project stakeholders, Communicates and escalates project issues to appropriate project stakeholders
- Critical Thinking: Uses logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- Getting Information: Participates in the development of strategic planning documentation, Reviews and interprets business requirements and supporting project documentation, Prepares project status reports by collecting, analyzing, and summarizing information and trends, Gathers initial project requirements for project charter development, Identifies internal and external project stakeholders, Facilitates the estimation of potential costs and verifies funding sources for cost-benefit analysis
- Documenting/Recording Information: Reviews project documentation for completeness and adherence to standards, Manages the compilation and storage of project documentation (central repository), Facilitates project post-closure review(s), Creates project close documentation
- Judgment and Decision Making: Considers the relative costs and benefits of potential actions to choose the most appropriate

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The State of TN is an Equal Opportunity Employer.

Resumes should be submitted via email to trena.maynard@tn.gov