

IT PROJECT MANAGER - 6 MONTH TERM

Position ID: J1117-0542

Job Title: IT PROJECT MANAGER - 6 MONTH TERM

Job Type: Term Full Time

Department: Information Technology - Technical Services

Number Of Positions: 1

Closing Date: November 30, 2017

Min Salary: \$43.27/Hour

Max Salary: \$54.09/Hour

The City of Airdrie fosters a culture of accountability and values open dialogue, innovation and entrepreneurial spirit, collaborative relationships, learning, ownership, and encouraging the heart. We are searching for another team member who will help us get to the next level.

Business Unit Information:

To be creative enablers of technology solutions and implementation resulting in improved efficiency and effectiveness of our customers. Train and support our customers in optimizing technology resulting in a highly-trained workforce.

As part of the IT Technical Services department, this position will lead Business Technology projects throughout the project lifecycle. The prime requirement of this position is to provide project teams and stakeholders with consistent structure, methods, techniques and tools to successfully complete a project within a given timeframe, cost and scope while achieving the project objectives and goals. This position promotes project management awareness, leadership, functional consultation and guidance in the use of the corporate project management methodology and tools and actively participates in continuous improvement to the process.

Primary Accountabilities Include:

Lead multidisciplinary project teams throughout the project lifecycle and achieve the project objectives within the constraints of time, scope and cost

Completion of project methods and processes including, but not limited to:

- Joint project planning meetings
- Development of proposals, charters, plans, schedules (i.e. task definition, time estimates and resource assignments) and the day to day execution of the project
- Managing the closeout activities and completing closeout reports

Ensuring project control processes are utilized such as:

- Tracking, monitoring and communicating project progress against the project plan
- Tracking issues, decision requests and change requests from identification through to resolution
- Identifying the impact to project scope, budget resource requirements, timelines, etc. when changes to scope are introduced

Regular interaction and communication with stakeholders including management, project sponsors, Portfolio Management Office (PMO), and the Senior Leadership Team (SLT) which could include written and verbal progress reports and presentations

Ensuring the mechanisms for quality control are applied within projects, providing a neutral perspective and consistency of approach

Demonstrated commitment to continuous improvement of the Corporate Project Management Methodology by providing assistance, feedback and support for the Portfolio Management Office (PMO)

Education/Experience Requirements:

A Bachelor of Science degree in Computer Science, Software Engineering, Computer Engineering, or equivalent

Formal training in a recognized project management methodology

Minimum of 5 years progressive experience in managing business technology projects of a large and complex nature

Experience managing and implementation of a desktop hardware lifecycle with Windows 10 as well as SCCM image deployment experience

Skills and Attributes:

Ability to work independently with minimal supervision in a team environment, demonstrating sound judgment and initiative to establish priorities, meet client expectations and deadlines

Strong team leadership and ability to lead project teams to a specific goal

Strong ability to negotiate and influence, within the department, within the organization and with external vendors/suppliers

Strong communication and presentation skills, both oral and written, demonstrating tact and diplomacy in order to establish effective working relationships with external and internal stakeholders as necessitated by work assignments

Ability to formulate and coordinate plans for a variety of projects, sometimes concurrently

Strong problem solving, decision making and conflict resolution skills

Ability to quickly align with shifting priorities, work assignments and timelines

Additional Information:

This is a 6 month full time (37.5 hours per week) term position.

A comprehensive benefits package is included.

A cover letter is required with all applications expressing your interest in the position, what you can bring to the job and how you meet the experience requirements.

Qualified candidates may be interviewed prior to the posted closing date.

Application Process:

Candidates are invited to apply online.

Postings close at 9 p.m. on the closing date listed in the posting. We recommend applying as soon as possible as we are not able to accept late applications.

Please review the job competition carefully and be sure to attach any specifically requested documentation in the My Documents section of your application.

Thank you for your interest in the City of Airdrie.