



## **STS Career Opportunities**

**Date Posted: 04/06/16**

**Position Title: Project Manager**

**Location: Capital Complex Services Center**

**Department: STS Enterprise Project Management Office**

**Hiring Manager: Shannon DeYoung**

**Closing Date for Posting: 04/22/16**

### **Job Overview Summary:**

The STS project manager, under minimal supervision, is responsible for planning, initiating, and managing information technology (IT) infrastructure and enterprise level projects.

The STS Project manager will work with internal STS stakeholders and executive branch agency stakeholders on enterprise level projects. These projects will be managed from planning to close; including by not limited to such documentation as Request for Proposals, Cost Benefit Analysis and project proposals.

The STS Project manager will also work with agency stakeholders on infrastructure projects. These projects will be managed from planning to close on infrastructure commissioning in the State data centers.

Potential project manager must be team oriented, customer focused and process driven. The Project Manager may be required to work nights and weekends for support of maintenance or go-live events.

### **Duties and Responsibilities:**

As a member of the project management team, working for the STS Enterprise Project Management Office (EPMO) Manager, this individual will drive planning, implementation, and communication of EPMO projects.

Typical duties of the Project Manager are:

- Define and drive to closure project task
- Identify and mitigate risks, and act as a point of escalation
- Own and manage project communications and schedules
- Assist customers in understanding all aspects, roles and responsibilities for project completion
- Conduct joint planning sessions with vendors, agencies, and internal departments
- Facilitate cross-functional project team meetings
- Provide accurate and timely communication of project status to various stakeholder groups
- Coordinate resources in multiple sites
- Document Project Charter, Project Plan and maintain project artifacts

### **Minimum Qualifications:**

*Education and Experience:*

**Education and Experience:** Graduation from an accredited college or university with a bachelor's degree, and six years of professional level experience in any one of the following areas: (1) systematic analysis of overall work processes for business or information systems; or (2) project management; one of the six years must include being a leading team member of a project or project management.

**Substitution of Experience for Education:** Professional-level experience in any one of the following areas may substitute for the required college degree on a year-for-year basis to a maximum substitution of four years: (1) systematic analysis of overall work processes for business or information systems; (2) project management; one of the six years must include being a leading team member of a project or project management.

**Substitution of the Specific Associate's Degree for the Required Bachelor's Degree:** Graduation from an accredited college or university with an associate's degree in project management, computer information systems, computer technology or other related field may substitute for the required bachelor's degree.

**Substitution of Graduate Coursework for the Required Experience:** Any additional graduate coursework in project management, computer information systems, computer networking technology, computer technology or other related field may substitute for the required experience on a year-for-year basis to a maximum substitution of one year. (Thirty-six graduate quarter hours or a master's degree in the above fields is equivalent to one year of experience.)

**OR**

Three years of experience as a Project Manager with the State of Tennessee.

*Qualifications:*

All of these are 3 years' experience;

A PMP certification preferred

Knowledge of ITIL methodology

Thorough understanding of project management methodology (PMBOK) required

In depth understanding of work planning & schedule development

Ability to develop staffing profile and manage resource allocation and utilization required

Excellent verbal and written communication skills required

Ability to co-ordinate project activities with customer and multiple teams required

Ability to effectively manage project issues and risk required

Extensive experience working with the following tools; MS Project, SharePoint, MS Word, and MS Visio

**Only candidates who meet the minimum requirements for the position will be interviewed.  
Please submit resume to:**

Trena Maynard

[trena.maynard@tn.gov](mailto:trena.maynard@tn.gov)

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