Posting Period

February 15, 2017 – Open Until Filled

Compensation

Starting salary range is $6,856/mo - $8,923/mo

*represents min to mid of range.

Benefits

This position offers an excellent benefits package, including coverage for medical, prescription, dental and vision.

FLSA Status

Non-Represented (Exempt)

Department

Information Technology

Reports To

Sr. Manager, Enterprise Applications

For question or inquiries, please contact the Human Resources Department at hr@portoftacoma.com

Job Summary

The Manager, IT Project Management is responsible for the successful planning, execution and completion of software system implementation, upgrade and enhancement projects, and other Information Technology projects as assigned. This position supervises and provides project leadership for Project Managers and Business Analysts, ensuring Port IT project management best practices are consistently applied. The role manages the Enterprise Application Project Portfolio, ensuring alignment and balance, and providing visibility to allow planning for future resource needs. Directly manages project initiation and planning phases, including project authorization and procurement activities, before transitioning project execution to project management staff. Leads and facilitates project sponsor, stakeholder, and steering committee meetings, effectively driving meetings to concise, actionable conclusions.

Primary Functions

- Leads and manages Port Enterprise Application Project Management services. Ensures the delivery of high quality, accountable IT Project Management to project owners, stakeholders and sponsors.
- Manages and supervises Enterprise Application regular and temporary Project Management staff, including formally managing employee performance. Directs task assignments and workload balancing, and makes recommendations regarding staff resource requirements. Manages the recruitment of temporary project resources.
- Ensures that the principles of project management are utilized throughout project life cycles, while maintaining a pragmatic and flexible approach to project management. Provides formal and informal training to Project Managers and project teams on Project Management principles and project life-cycle activities.
- Personally serves as a primary Project Manager and directly manages projects as assigned.
- Continually tracks and communicates the progress of current projects, monitoring scope, schedule, budget, issues and risks, and proactively initiates project change management actions as required to ensure successful completion.
- Leads initiation and planning phase activities for assigned projects, including developing project scope, procurement and authorization plans. Develops procurement documentation such as RFP's, and manages procurement processes and contract negotiations. Develops project authorization documentation for Executive and Commission review.
- Maintains ownership of and seeks continual improvement opportunities for the Enterprise Application Project Management Methodology and all associated policies, procedures, standards and templates. Ensures all projects adhere to key methodology milestones and provide all required artifacts and deliverables.

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Required Experience and Education

Minimum education required is a Bachelor's in Computer Science, Project Management or closely related field. PMP Certification is required.

Previous job experience required includes a minimum of seven (7) years of increasingly responsible project management experience, primarily focused on COTS and SaaS Enterprise Software implementation, upgrade and enhancement projects. Previous job experience should include a minimum of five years of supervisory experience in a technical environment.

Knowledge, Skills, Abilities & Other Work Characteristics

Must have extensive knowledge of project management methodologies, principles, practices, techniques and tools as well as knowledge of a broad range of IT fields, including software implementation, database management, software development, IT infrastructure, and networking. The successful candidate must work best in a collaborative, team centered environment, and be open to the input, ideas and constructive criticism from team mates. Excellent customer service skills and strong critical thinking skills are required.

Candidates must be skilled in the flexible and pragmatic application of Project Management approaches. Candidates must have practical proficiency in Organizational Change Management, and have experience effectively managing the impacts of process and cultural changes. The position requires the ability to: develop a strong understanding of key Port processes, business rules, and departmental interactions; multi-task and prioritize workload; and provide flexible solutions. Must have excellent planning and organizational skills, written and verbal communication and presentation skills, and be a skilled facilitator who performs work to a high professional standard.

This individual must demonstrate a caring customer service attitude, a strong commitment to operational excellence and be able to display behaviors and a commitment to the organization's core values. We value an individual who also brings an impeccable work ethic, is honest and models a high level of integrity. The port wants candidates who display enthusiasm, energy and a drive to succeed. Under the direction of the Chief Executive Officer the organization's culture is built on the following values: Integrity, Customer Service, Competitive Spirit, Courage, Sustainability and Collaboration. The port seeks candidates who can align and model these values both internally and externally and understand what it means to carry out these values in their everyday work. Serves as a resource to employees and leaders who manage and maintain the Port's equipment and facilities in a cost-effective manner to ensure safety, reliability, efficiency and environmental compliance.

Working Conditions

Must be available to work any combination of days and hours as needed, including weekends and holidays, and availability for 24-hour on call status is required.

Duties and responsibilities are performed primarily in an office cubicle environment. Must be able to tolerate some noise and frequent interruptions. Most of the duties are performed sitting, with the majority of the day spent operating a PC and telephone. Occasional field work will be required. Must be willing to travel to attend trade shows or training classes on an infrequent basis; may be required to work outside of regular business hours on an infrequent basis.

Requires the ability to lift 20Ibs.

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Benefits

As an employer of choice, the Port is proud to offer an excellent benefits package. This includes medical, prescription, vision and dental with no out of pocket employee premiums and full coverage for employee, spouse and all eligible dependents. In addition, the Port also offers vacation, twelve paid holidays, sick leave, bereavement leave, participation in the Washington State Public Employees' Retirement System (PERS) and a Port-funded Voluntary Employee Beneficiary Association (VEBA) account for out-of-pocket health related expenses for employees and their eligible dependents. The Port's excellent benefits package is valued between 45%-55% of base salary. Other excellent benefits are also available.

Employment Eligibility

In accordance with the Immigration Control and Reform Act of 1986, all persons offered employment must provide acceptable proof of identity and authorization to work in the United States. Proof will be required prior to employment.

The successful candidate must possess (or obtain within 30 days of employment) a valid driver's license. Candidate must be able to successfully complete a post-offer substance abuse test (includes both drug and alcohol) and background investigation. Candidate must also be able to obtain/maintain a Transportation Worker Identification Credential (TWIC), which is a program managed by the Department of Homeland Security (DHS). Information on this program can be viewed at https://www.tsa.gov/twic.

Application Process

All applicants **must** complete a Port of Tacoma application online at https://careers.portoftacoma.com. All applications must be submitted on or prior to the closing date. **Only applications meeting the qualifications based on the information provided may be considered for interview.**

(The conditions of employment for this position are "At-Will" which means that either the Port or an employee can terminate the employment relationship at any time and for any reason not prohibited by statute. No supervisor, manager or director of the Port, other than Chief Executive Officer, has the authority to alter these employment conditions.)

THE PORT OF TACOMA IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO PROMOTING AND ENCOURAGING DIVERSITY IN THE WORKPLACE.