JOB DESCRIPTION

JOB TITLE: **PMO Manager** **JOB CODE: 2765**

DEPARTMENT: **County Manager/Project Management Office** **FLSA STATUS: Exempt**

REPORTS TO: **Assistant County Manager**

SUMMARY OF JOB PURPOSE

Under general direction, responsible for the overall project management function, providing leadership, coordination and management to PMO activities; creates and maintains a uniform approach to project management and serves as a change agent for continuous improvement through improved/enhanced methodologies; applies project management knowledge, skills, tools, and techniques in supporting project leads and driving the development and application of project management methodology and culture.

ESSENTIAL FUNCTIONS

1. Creates and continually updates procedures to improve county processes. Works with department heads, elected officials and staff to develop standardized procedures related to project management.

2. Works with customers to define scope of projects; ensures appropriate resources are assigned appropriate project activities; develops, articulates, and ensures project milestones are met; identifies and evaluates lessons learned during project.

3. Tracks project metrics for all projects throughout the organization and maintains centralized accountability for management of project portfolio; works with senior management to provide strategic and tactical advice on program/project planning and execution.

4. Oversees enterprise project management strategy, training, communication, program/project control/analysis/reporting, process development and tool development.

5. Coordinates medium to large and complex technology related projects between departments to ensure timely and efficient implementation of projects.

6. Serves on the IT Steering Committee, Technology Review Board, project work groups and other large system Project Oversight Committees for portfolio and project governance.

7. Presents proposed and completed projects to individuals, groups, advisory boards, and County Commissioners for the purpose of providing information as well as to seek approval for project implementation, funding, and other resources.

8. Researches and monitors the development of new technologies; recommends new technology to department heads for the purpose of process improvement; plans upgrades and replacement of existing systems; develops partnership opportunities with other departments and associated agencies.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Bachelors Degree in Computer Science, Engineering, and Business Administration or a closely related field and three (3) years professional technical experience involving systems analysis, system support, or project management required, or an equivalent combination of education and experience that could provide the required knowledge, skills, and abilities. Experience in the public sector and/or Masters Degree in Project Management or related field desired.

Knowledge of government costing, budget and expenditures; County government processes and procedures; project management methodologies/tools/techniques; project lifecycle stages including conceptualization, planning, execution and termination; contract development and management; methods and techniques of tracking, recording, and presenting information; research techniques and modalities.

Skilled in leadership, negotiating contracts, statistical analysis, and capable of developing solutions to complex, integrated business problems.

LANGUAGE SKILLS
Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents; responds to common inquiries and complaints from employees and regulatory agencies; ability to effectively present information to top management as well as employees.

MATHEMATICAL SKILLS
Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry; apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY
Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables

OTHER KNOWLEDGE, SKILLS, & ABILITIES
Intermediate to advanced proficiency level utilizing Microsoft Office applications including Excel, Access, PowerPoint, Word, and Outlook, and the ability to operate other standard office equipment, including telephones, calculators, copiers, FAX machines, etc. is required.

Knowledge of networked computer system environments and network engineering principles; network system access and security guidelines and procedures; network applications, operating systems, and other software applications unique to the County; management and personnel administration methods, techniques and policies; techniques and practices for effective, efficient and cost effective management of allocated resources; I.S. program planning principles; County policies and procedures.

Ability to use initiative and independent judgment within established procedural guidelines; assess and prioritize multiple tasks, projects and demands; establish and maintain cooperative working

relationships with other department managers; demonstrate effective interpersonal relationships in bringing people together to solve problems.

Skills in reviewing needs of County departments, and prioritizing information systems to meet their needs; analyzing information systems issues, evaluating alternatives, and making logical recommendations based on findings; project management procedures and techniques; assuming executive level responsibilities and making appropriate decisions; interpreting work plans and standards, making decisions, maintaining composure, and working effectively under deadlines; setting priorities, planning, assigning, training and supervising the work of others; establishing and maintaining effective working relations with co-workers.

CERTIFICATES, LICENSES, REGISTRATIONS

Certified Project Management Professional (PMP) from Project Management Institute highly desired.
Certified Associate in Project Management (CAPM) from the Project Management Institute desired.
Valid State of Nevada drivers' license (or state of legal residence) with acceptable driving record required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING ENVIRONMENT

Work is performed in an office environment where the physical demands require sitting for extended periods of time; frequent use of computers and standard office equipment; may work under stress of deadlines.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

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