JOB ANNOUNCEMENT

Professional Services II

**Project Manager II**

North Dakota Information Technology

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| **Class Name** | **Professional Services II** |
| **Working Title** | Project Manager II |
| **Job Opening ID:** | **3019301** |
| **Position No:** | **112-00025531** |
| **Closing Date:** | **August 9, 2021** |
| **Salary**  **Location**  **Status:** | $5800-$6600  Telecommute  Regular, Full-time |
| **Recruitment:** | Internal/External |

North Dakota Information Technology (NDIT) is seeking a **Project Manager II** that has a passion to Empower People, Improve Lives, Inspire Success, and deliver world class technology through project management for NDIT and other state agencies. The successful **Project Manager II** will be someone who enjoys working with people in a collaborative environment, who can learn quickly in a rapidly changing technology landscape, and who embodies the core values that we follow as public servants for the State of ND: Gratitude, Humility, Curiosity, and Courage. NDIT is seeking a dynamic individual to play a role in managing the implementation of statewide information technology projects for the State of ND, Higher Education and/or political subdivision entities. The Project Manager in this position works with governmental agency directors, boards, executive committees (representing city, county, state or federal agencies), legislators, consultants and project teams to directly manage projects, and/or provide oversight and mentoring to ensure project success.

**Minimum Qualifications:**

Requires one of the following:

* Bachelor’s degree with a major in computer science, computer or management information systems, project management, business administration, or a closely related field, and four years of current and progressive related work experience that involved business process analysis, project plan development, group facilitation, and management of staff/resources.
* Bachelor’s degree with a major in another field and five years of related work experience as described above.

**Preferred Qualifications**

* Project Management Institute’s (PMI) Project Management Professional (PMP) Certification.

**Summary of Work:**

* As a part of the State of ND’s project management office (PMO), work for this position involves the application of project management principles, methodologies, standards, and best practices in leading and managing all phases of information technology projects. Position is responsible for performing project management duties on large, complex portfolios, programs, and projects for State of ND customers using established best practices, tools and guidelines. Projects may range in structure from traditional/waterfall, to various agile/hybrid frameworks.

**Duties and Tasks:**

* Project planning, executing, monitoring, controlling, reporting
* Coordination of people, processes, resources, and technologies as needed to deliver on-time and on-budget project results
* Effective communication skills and ability to build and maintain solid working relationships with staff, agency executives, legislators, consultants, and other stakeholders
* Facilitating software procurements, and negotiating and overseeing contract details
* Developing, updating, and publishing project charters, project plans (e.g., communication plan, risk plan, project governance plan), schedules (using MS Project), cost and time estimates, status updates, and other project documentation
* Assisting in the development of project goals, objectives, milestones, and functional/feature requirements of technology solutions

**Application Procedures/Comments:**

Please make sure that your resume includes information to demonstrate how you meet the minimum qualifications as posted. Your work history will not be given credit if North Dakota Information Technology cannot determine that you meet the minimum qualifications.

All application material must be received on or before the closing date by 11:59 pm and must include the following documents:

* + Resume

North Dakota Information Technology does not offer or provide sponsorships. Applicants must be legally authorized to work in the United States.

For more information or if you need an accommodation, please contact: Trish Moch, North Dakota Information Technology: Email: [itdjobs@nd.gov](mailto:itdjobs@nd.gov?subject=Question%20on%20job&body=(Please%20provide%20the%20Job%20title%20that%20you%20have%20a%20question%20about)) phone: (701) 328-1004, fax: (701) 328-3000 or TTY: 1-800-366-6888 or local at (701) 328-3190

Job Announcement Status can be viewed at: [>http://www.nd.gov/itd/working-itd](http://www.nd.gov/itd/working-itd)

* Learn more about NDIT at: [>http://www.nd.gov/itd](http://www.nd.gov/itd)
* Learn more about Employment Benefits at: [>](http://www.nd.gov/hrms/employees/benefits.aspx)<https://www.nd.gov/omb/state-employee/employment-and-compensation/benefits>
* Visit North Dakota State government: [>http://www.nd.gov](http://www.nd.gov/)

**Equal Opportunity Employer**

The state of North Dakota does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services, and complies with the provisions of the North Dakota Human Rights Act.