

Employment Opportunities

600 NE Grand Ave.
Portland, OR 97232-2736
503-797-1570
www.oregonmetro.gov/jobs



IT Project Manager

(Systems Administrator IV)

Internal and general recruitment

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| Status: | One full-time, limited duration position. Duration: approximately 6 months Limited duration positions are benefits eligible. |
| Department: | Information Services |
| Work location: | 600 NE Grand Ave., Portland, Oregon |
| Salary range: | \$66,056.83 - \$88,419.06 annually This position is represented by AFSCME Local 3580 and is exempt |
| Recruitment number: | IS-0072-1209LD |
| Application deadline: | December 21, 2009 |

Internal applicants must be current employees of Metro or MetroERC having regular, regular part-time or temporary employment. Temporary employees employed by Metro or MetroERC must have gone through a competitive selection process for the position currently held. Regular employees must have successfully completed their initial probationary period.

Please carefully follow application procedures at the end of the announcement.

Position summary

This position is responsible for implementation of two Microsoft Office SharePoint Services (MOSS) 2007 pilot projects by leading and gathering project requirements, defining scope, cost and timeline. The pilots include a project management reporting dashboard and a collaboration web site. The ideal candidate will have experience working with team members to introduce them to the SharePoint environment and will be able to effectively communicate navigation, taxonomy, product options and configurations. This position will work in a matrix environment, coordinating resources both within and outside the Information Services department. A working knowledge of SharePoint 2003 or above, including technical architecture is a must. This position will administratively report to the Director of Information Services.

Essential job duties

An employee in this position must be able to perform all of the essential job duties listed below with or without reasonable accommodation; however, this list is not intended to include all of the specific tasks which an employee in this position may be expected to perform.

- Works with client to gather requirements, develop the project plan, schedule and budget. Works with appropriate Metro staff to prepare and manage vendor selection processes if needed.

- Leads project staff, adheres to project schedule and budget; manages issue escalation processes and achieves project objectives.
- Creates and maintains all necessary documentation and tracking to manage project outcomes within the defined scope, duration and budget. Tracks and reports team hours and expenses on a weekly basis, manages project budget, analyzes project costs, revenue, margins, bill rates and utilization. Leads and manages a cross functional team in project activities to deliver successful project outcomes that support stated objectives.
- Manages day-to-day client interactions and intra-team conflict. Resolves or escalates project issues to the project steering committee and/or the IS Director for resolution. Leads, instructs and directs the work of other staff in the IS department, including systems administrators.
- Prepares business review presentations for various levels of Metro management. Prepares and presents project status reports and proposals regarding project schedules and/or budget revisions.
- Coordinates with other divisions needing IS support in order to meet project objectives, including Desktop Services, Network Services, Application Development and Maintenance as well as other impacted areas.
- Maintains awareness of new and emerging technologies and the potential application on client engagements. Develops training and process documentation as needed.
- Performs other related duties as assigned.

Minimum Requirements

Bachelor's degree and 5-8 years of related experience in the information technology field with progressively increasing responsibility for project management; or any combination of experience and education that provides the applicant with the desired skills, knowledge, and ability required to perform the job. Experience with Microsoft SharePoint Office Services (MOSS) 2003 is required. Experience with SharePoint Add-in project management tools and Project Management Professional (PMP) Certification preferred.

Knowledge, skills and abilities

- Knowledge of SharePoint 2003 or above.
- Knowledge of the fundamental concepts, practices and procedures for system development.
- Knowledge of good project management techniques, including budgeting, definition of resources, scheduling and documentation.
- Skill in report and presentation writing and effective delivery.
- Ability to exercise sound judgment about what issues to escalate to IT Management and which to resolve at a lower level.
- Ability to act as a project manager to resolve specific complicated issues involving a variety of resources.
- Ability to manage budget and expenditure control.
- Ability to perform analysis and make recommendations.
- Ability to cultivate teamwork, creativity and responsive customer service.
- Ability to identify opportunities for improvement and propose constructive changes.
- Ability to apply comprehensive knowledge to the completion of difficult assignments.
- Ability to work with vendors and external consultants on technical, cost and quality issues for enterprise applications.
- Ability to provide direction and leadership to lower level staff, and to coordinate teams of individuals.
- Ability to communicate effectively both orally and in writing, including preparation and presentation of reports, policy options and recommendations.
- Ability to maintain awareness of new and emerging technologies and their applications.

Benefits: Metro provides generous health care benefits that vary depending on the plan the employee chooses, bargaining unit affiliation, and employment status. This limited duration position is benefits eligible. Metro participates in the Public Employees Retirement System (PERS).

Immigration law notice: Only US citizens and those authorized to work in the United States will be hired. All new employees will be required to complete and sign an employment eligibility form and present documentation verifying identity and employment eligibility.

Equal employment opportunity: All qualified persons will be considered for employment without regard to race, color, religion, sex, national origin, age, marital status, familial status, gender identity, sexual orientation, disability for which a reasonable accommodation can be made or any other status protected by law. Assistance will be gladly provided upon request for any applicant with sensory or non-sensory disabilities.

Veterans' preference: Under Oregon Law, qualified veterans may be eligible for veteran's preference in application for Metro/MERC positions. If you are a veteran, or disabled veteran, and would like to be considered for a veteran's preference for the job for which you are applying, check the appropriate box on the Metro application. If an application is not requested as part of the application process, indicate your desire for veteran's preference consideration in your cover letter.

To qualify, veterans must provide appropriate documentation along with their application materials before the application deadline date listed on the job announcement: Veterans: Fill out and submit 1) a Metro Veterans' Preference Form and 2) a copy of your DD-214 or DD-215 indicating discharge status. Disabled Veterans: Fill out and submit 1) a Metro Veterans' Preference Form and 2) a copy of your DD-214 or DD-215 indicating discharge status, and 3) your public employment preference letter from the US Department of Veterans' Affairs.

Application procedure

This position opens to internal and general candidates on December 7, 2009.

To apply, submit the following

1. Metro/MERC standard application form
2. Resume, including dates of employment
3. Cover letter describing your experience as it directly relates to the duties of this position
4. Applicant contact information form (located on page 3 of the application)

Note: If you do not include all of these materials, your application will be incomplete and will not be considered.

Submit your application

Deadline: 5 p.m., December 21, 2009

E-mail: jobs@oregonmetro.gov

Please include the word "Application" in the subject line of your e-mail. Electronic attachments must be in MS Word or PDF format. We are unable to download ZIP files.

Mail or drop off: Metro Human Resources Department
600 NE Grand Ave, Portland, OR 97232

Fax: 503-797-1798

Important notes about your application

- Applications received after the deadline will not be considered.
- The date and time of our e-mail/fax system will be used to determine if application materials are received by 5 p.m. on the deadline.
- Any unsolicited materials will not be considered. All materials submitted become the property of Metro and will not be returned.

Follow-up

After the application deadline, it usually takes about three to four weeks before the hiring manager selects those individuals who will be interviewed. You can find out the status of a position for which you've applied by: (1) calling the job hotline at (503) 797-1777 and listening for the recruitment update prompt; (2) accessing Metro's website at www.oregonmetro.gov/jobs and clicking on the Recruitment Status Updates link. Weekly recruitment status updates will be posted on the job hotline and web site every Friday. When accessing recruitment updates, you will need to know the title of the job for which you applied.

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