

OIT Project Manager Job Description

About KYTC OIT

The Kentucky Transportation Cabinet (KYTC) is committed to meet or exceed the needs and expectations of our business customers. We strive to continually improve both the delivery of our products and services and the processes which support that delivery.

The Office of Information Technology (OIT) within KYTC makes decisions based on this commitment and always strives to provide value to our business units and external stakeholder community.

OIT has an immediate need for an exceptional individual to join our organization as a Project Manager. This opportunity is based in Frankfort, KY. The ideal candidate will have strong communication skills, critical thinking skills, possesses leadership skills, and is committed to delivering successful and quality work products that completely address the project life cycle. The candidate must have the ability to envision impacts and possibilities of their work on the broader KYTC organization and apply those thoughts to improve their project management efforts.

Core Responsibilities

The IT Project Manager (PM) is responsible for the management of the project work by facilitating communication with the business unit/customer, project team, and other stakeholders as necessary related to requirements and proposed solution for the project. The PM will manage projects in accordance with KYTC's documented project life cycle, the foundation of which is built around the practice of team collaboration. The PM must be customer facing, have a professional appearance, energetic personality and utilize effective communication skills. The candidate should require minimal supervision and direction in order to accomplish assigned tasks.

By working with the project team members, the PM is expected to gain a high level understanding of the business processes, using that knowledge to guide the team in making appropriate decisions for the project that will drive improvements and provide value to the end user and the Transportation Cabinet.

An ideal candidate will support the OIT project management life cycle by:

- Leading multiple teams in the delivery of high-quality software solutions that meet business needs, demonstrating consistent results
- Creating task-level project plans to organize cross-functional teams
- Verify analysts are gathering strong, customer approved requirements
- Setting and meeting deadlines and priorities in a structured way, following the OIT project management process
- Presenting in front of peers and superiors
- Articulating ideas effectively so that others can easily understand; both in meetings or in one-on-one conversations
- Explaining proposals, ideas, policies, and plans to customers or clients
- Driving the adoption and integration of the project roles and project management processes
- Assessing customers' current capabilities and needs and communicate that information to the project team members
- Acting as a liaison between project team members
- Understanding business needs and drivers of value and success
- Developing project documentation required by the OIT project life cycle, answering questions and providing more detail as requested

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- Lead the development team through the Working phase of the project by leading Daily Standup meetings, researching and answering questions about the defined work, and assisting in technical roadblocks - escalating as defined in the project's technical escalation process
- Employ and ensure the adherence to an iterative development methodology; assisting, as needed, in the effort of defining features, user stories, and acceptance criteria
- As requested by the BA, assist the in the management of user stories (requirements) and clearly communicate to the business and technical team members what is needed
- Ask probing questions to fully understand user stories with the ability to provide feedback on possible implications of any and all requests
- Accurately and concisely articulate issues, questions, and recommendations to business stakeholders, team members, and management
- Work with the business unit to manage the expectations for project completion

Minimum Requirements

- Bachelor's Degree with a focus in IT or equivalent combination of experience/knowledge
- 2-3 Years' experience working with businesses to identify and document IT needs and facilitate solutions
- Experience and comfort with project management, project planning, and documentation
- Knowledge of and experience with agile process
- Strong decision-making, conflict resolution, and facilitation skills
- Detail oriented with advanced problem solving skills
- Ability to work independently/self-reliant and show initiative with minimum supervision
- Ability to quickly learn new technology and apply appropriately to business situations
- Strong team player who enjoys working in a fast paced team atmosphere
- Ability to work under pressure; meet strict deadlines
- Ability to listen effectively and seek clarification
- Ability to build a rapport with clients
- Excellent written and oral communication skills in English. Must be able to effectively and comfortably communicate with all types of individuals from the customer technical expert to the customer executive management