

POSITION DESCRIPTION

JOB TITLE: Senior Project Manager
DEPARTMENT: Corporate
REPORTS TO: Director of Service Delivery
LOCATION: San Diego

SUMMARY:

The successful candidate in this position will be a highly organized, self-directed team player with outstanding verbal and written communication skills to drive a portfolio of consulting projects from conception through completion. The Senior Project Manager/BA will work as part of a team to define project scope, define project requirements, schedule project requirements, organize resources, and manage day-to-day production of a multitude of projects for our clients.

Additionally, the individual in this position will facilitate the creation of a PM process to be used across the company through our many different consulting disciplines and will serve as the head of our PMO.

ESSENTIAL ACCOUNTABILITIES:

- Working with business leads to define and document project specifications
- Communicating project status and management of priorities across consulting practice
- Creating and managing task lists and project schedules using Microsoft Project and Team Foundation Server
- Coordinating project deployments across multiple environments
- Management of multiple concurrent projects and schedules using shared internal resources
- Managing resource allocation in conjunction with our Management team
- Leading and directing the project team to remain on schedule and on budget
- Coordinating inter-project dependencies and risks Management of change requests and the impact on project schedules
- Leading project teams using both traditional and agile project management methodologies

SUPERVISORY RESPONSIBILITIES:

The person in this position may provide oversight and direction to other Project Managers and/or Business Analysts.

QUALIFICATIONS:

- A bachelor's degree or equivalent combination of education and experience is required.
- 5+ years project management experience, PMP certification a plus
- 3+ years experience defining project requirements. Understanding of BA methodologies and UML.
- 10+ Years working in Technology. Prefer background in software development
- 4+ Years working as a consultant or for a consulting agency
- Knowledge of the processes within the traditional project management lifecycle

- Complete understanding of SDLC and PLC.
- Experience managing complex multidiscipline projects with project budgets over \$1Million
- Working knowledge of agile project and software methodologies, ScrumMaster experience or certification a plus
- Ability to cope well under pressure in an extremely fast-paced environment
- Proven skill in managing projects with Microsoft Project and Microsoft Project Server
- Working knowledge of Team Foundation Server a plus
- 5+ years experience with Microsoft SharePoint. Understand product capabilities. Experience extending SharePoint functionality.
- Excellent organizational, diplomatic, and problem-solving skills within a rapidly changing environment
- Creative and technical understanding of web projects
- Passionate about internet technologies
- Experience leading .NET projects
- Familiar with Microsoft Stack of Technologies including MS SQL, Windows Mobile, Performance Point, MOSS 2007 and WSS 3.0.
- Knowledge of HTML, CSS, CMS systems and web technologies a plus

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, talk and hear. The employee is regularly required to use hands to finger, handle, or feel. Must be able to constantly use a computer keyboard, mouse and calculator. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision and color vision and ability to adjust focus.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing 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 will work be exposed to outdoor weather conditions, work on job sites, as well as travel to and from these locations and a typical office environment. is occasionally exposed to moving mechanical office machines. The noise level in the work environment is usually moderate.

By signing below, I acknowledge that I have read and understand the position description and accept responsibility for meeting the demands of the job. It is further recognized that the duties and responsibilities of my position may change over time and that the position description will be reviewed on a periodic basis.

Employee Name (please print)

Employee Signature

Date