

Information Technology Manager 1 (PMO Manager)

Location: Columbus, Ohio – Some Local Remote Work

Job Type: Full-Time, Exempt - 40 Hours

Starting Salary: \$34.62

Job Summary

As part of the agency's IT Department the PMO Manager will develop project, system and/or section policies and establish systems/programming standards, plan and monitor systems projects & activities which may include systems integration, assist superiors with long range-planning & budget preparation, evaluate software and/or hardware products for acquisition, and meet with agency staff to discuss projects & resolve technical problems.

Key Responsibilities:

- Supervises and directs subordinate personnel and contract staff; performs project management functions for high-level & complex analysis & design of automated information systems.
- Establish and manage a program office that manages agency projects while introducing policies and procedures to standardize the practice, and ensure they are followed.
- Monitors and manage the program and ensure that program objectives remain consistent with the overall business strategy and consult regarding business development efforts where needed.
- Ensure the quality and timeliness of all defined projects, manage inter-project dependencies and issues, and track, evaluate, and report project and program performance.
- Work with senior leadership to improve the agency's business and objectives.
- Develops and provides IT environmental documentation. Assists in the troubleshooting of "IT Service Desk" calls as it pertains to networking and software problems; consults with users on possible solutions.
- Participates in staff development/training, as directed. Participates in conferences, committees/workgroups and other department/agency meetings as requested.

Qualifications:

- Successful candidate will have a bachelor's degree in technology or a related area. PMP, Scrum Master or KT certification. ITIL certification.
- 10-12 years in an advanced, fast-paced Information Technology environment managing a mixture of technology and business projects. Government experience in IT.
- Three – Four (3-4) years as a manager or supervisor of a PMO using mechanized, industry-recognized project management tools.

To apply, submit resume, salary requirements and cover letter to FCCS HR office at fccshr.fccs.us