Posting Period

March 9, 2015 –
Open Until Filled

Compensation

Starting salary range is
$6,678/mo - $8,680/mo.
DOQ
*represents minimum to midpoint of range. Future increases based on performance.

Benefits

This position offers an excellent benefits package, including coverage for medical, prescription, dental and vision.

FLSA Status

Non-Represented
(Exempt)

Department

IT

Reports To

Sr. Manager, Enterprise Applications

To Apply

https://careers.portoftacoma.com

For question or inquiries, please contact the Human Resources Department at
hr@portoftacoma.com

www.portoftacoma.com

Job Summary

This position manages moderate to highly complex Information Technology projects utilizing formal methodologies, best practices, business knowledge, creativity and stakeholder engagement to ensure successful project execution and completion. This position will primarily project manage a set of related initiatives supporting the development of a Transportation Operations Service Center for the Port of Tacoma. Projects may include software system selection and procurement, software system implementation, and technology enabled business process improvement.

This is a limited duration position expected to last up to two (2) years.

Essential Functions and Duties

- Works collaboratively and creatively with project owners, sponsors, stakeholders and Business Process Analysts to define project requirements and scope. Aligns related sub-projects to maximize opportunities, resources and benefits.
- Plans, manages, and balances project scope, schedule and budget to ensure projects are effectively controlled. Communicates and escalates issues affecting these factors to relevant stakeholders. Manages formal change control processes.
- Identifies project risks and develops mitigation strategies to minimize their likelihood of occurring and/or impact. Identifies project Issues and maintains an accurate and complete Issues Log. Actively manages issues to resolution.
- Develops project plans to reflect a projects Work Breakdown Structure (WBS), deliverables, tasks, task dependencies, schedule, and resource assignments. Manages the project based on the developed plan and updates plan as required.
- Leads project resources ensuring task assignments are appropriate, understood, and achievable. Monitors and facilitates task activities as appropriate to ensure Resources are completing planned deliverables as scheduled.
- Develops detailed project management documentation including project charters and contract or procurement documents including Request for Proposals (RFP) and Scope of Work (SOW).
- Provides appropriate, adequate, timely and effective project communications to stakeholders. Provides updates to stakeholders regarding project status compared to plan, current issues, etc. Escalates issues as required to management and project sponsors.
- Manages vendor relationships, accountability and deliverables. Works closely with vendor project managers to coordinate project tasks, dependencies and deliverables.
- Coordinates with project sponsors to ensure consistent sponsor support, effective alignment of project objectives and deliverables, and resource availability.

Required Experience and Education

Bachelor's Degree in computer science, business or related field.

Previous work experience should include a minimum of seven (7) years of formal IT Project Management experience, including experience managing complex and large scale IT projects from inception to closure. Formal Project Management training and certification is required. PMP certification is highly desirable.

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Knowledge, Skills, Abilities & Other Work Characteristics

Must have knowledge of project management methodologies, principles, practices, techniques and tools and have knowledge and experience of current technologies and computing environments. Individual must have group facilitation, mediation and conflict resolution skills.

Must have experience with PMI Body of Knowledge and PMI practices, techniques and terminology. Experience with Waterfall and Agile Project Management methodologies and experience with Microsoft Project and MS Visio required.

Individual must have the ability to develop and manage project budgets and financial records and have advanced technical writing skills, including developing RFP's and project charters. Must have excellent troubleshooting and problem solving skills, written and verbal communication and presentation skills, project management skills and be highly professional.

Must have excellent planning and organizational skills, and have the ability to multi-task and prioritize workload in demanding environments. Individual must have excellent customer service skills and have the ability to work collaboratively and effectively within a team environment. Incumbent must have the ability to think strategically and understand the business requirements behind technical initiatives and possess the flexibility and creativity to lead project teams and solve problems in a constantly changing environment.

Individual must possess and demonstrate the ability to align with the vision, mission, goals, and core values desired at the Port of Tacoma; with a constructive view of the culture; perform at all times with the highest degree of integrity, enthusiasm, vitality and creativity; display a customer centered focus and treat all individuals with courtesy, dignity, and respect. Actively support, and clearly communicate, the goals objectives, and strategic imperatives of the Port and consistently improves IT processes, standards and procedures.

Benefits

As an employer of choice, the Port is proud to offer an excellent benefits package. This includes medical, prescription, vision and dental with no out of pocket employee premiums and full coverage for employee, spouse and all eligible dependents. In addition, the Port also offers vacation, twelve paid holidays, sick leave, bereavement leave, participation in the Washington State Public Employees' Retirement System (PERS) and a Port-funded Voluntary Employee Beneficiary Association (VEBA) account for out-of-pocket health related expenses for employees and their eligible dependents. The Port's excellent benefits package is valued between 45%-55% of base salary. Other excellent benefits are also available.

Employment Eligibility

In accordance with the Immigration Control and Reform Act of 1986, all persons offered employment must provide acceptable proof of identity and authorization to work in the United States. Proof will be required prior to employment.

The successful candidate must possess (or obtain within 30 days of employment) a valid driver's license. Candidate must be able to successfully complete a post-offer substance abuse test (includes both drug and alcohol) and background investigation. Candidate must also be able to obtain/maintain a Transportation Worker Identification Credential (TWIC), which is a program managed by the Department of Homeland Security (DHS). Information on this program can be viewed at https://www.tsa.gov/twic.

Application Process

All applicants **must** complete a Port of Tacoma application online at https://careers.portoftacoma.com. All applications must be submitted on or prior to the closing date. **Only applications meeting the qualifications based on the information provided may be considered for interview.**

(The conditions of employment for this position are "At-Will" which means that either the Port or an employee can terminate the employment relationship at any time and for any reason not prohibited by statute. No supervisor, manager or director of the Port, other than Chief Executive Officer, has the authority to alter these employment conditions.)

THE PORT OF TACOMA IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTEDTO PROMOTING AND ENCOURAGING DIVERSITY IN THE WORKPLACE.

Port of **Tacoma**

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