NEW HAMPSHIRE RETIREMENT SYSTEM
CAREER OPPORTUNITY

Project Manager

Interested and qualified applicants please submit resumes to the NHRS Human Resources team via email at careers@nhrs.org or apply on line

Position Title: IT Project Manager

Functional Area: Information Technology (IT)   **Date Established:** 11/2024

Title of Supervisor: IT Director   **Date of Last Amendment:** NA

NHRS Position Band: L   ($38.51-$58.00)   **Collective Bargaining Unit Status:** In unit

FLSA Status: Nonexempt

Supervises: None

SCOPE OF WORK:

The Project Manager manages multiple activities within the organization and is able to liaise with project stakeholders. The Project Manager is responsible for all the project deliverables to which they are assigned. They will ensure that all the deliverables meet or exceed expectations by leading, facilitating, and completing within the given schedule and scope constraints and ensuring adherence to established design and control policies. The Project Manager works with designated teams to develop well-defined project plans that meet the organization's objectives.

ACCOUNTABILITIES:

- Effectively communicate project expectations to team members and stakeholders in a timely and clear fashion on an ongoing basis.

- Coordinate and manage project resources and teams, including assigning tasks, establishing deadlines, and reviewing and prioritizing work.

- Manage relationships and set expectations with internal and external stakeholders, providing project transparency and delivering accurate updates on milestones and issues.

- Makes recommendations for resources needed to ensure successful execution of project plans.

- Oversees project development and documentation to ensure compliance with organizational expectations, policies, and procedures.

- Works with management to ensure that projects are adequately staffed and sufficient training is provided to complete the assigned tasks.

- Tracks and reports on the status of project deliverables and assesses and mitigates project-related risks.

- Works with the respective staff to develop, improve, and promote documented, efficient, and consistent procedures for developing quality projects and reports and preparing budgets.

- Conduct overall project assessment to identify project elements, best practices, and tools for future projects

- Other appropriate and related duties as assigned by supervisor.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree in computer science or related field.

Experience: Minimum of three years of experience in information technology, specifically participating in defining business requirements, project development, or software implementation projects.
Certifications: PMP, ITIL, or Agile/Scrum Master are a plus.

License/Certification: Valid driver's license preferred.

SPECIAL REQUIREMENTS:

- Strong planning skills.

- Cooperative and team-oriented demeanor.

- Clear and effective ability to communicate, both written and verbal.

- Ability to work with a "hands-on" approach.

- Knowledge of project management techniques and tools.

- Ability to organize operations and systems in a simple, understandable, and economical manner.

- Ability to handle day-to-day functions with no supervision.

- Creative problem solver with the ability to implement change in a way that is consistent with the organization's mission, goals, and objectives.

- Excellent interpersonal and leadership skills.

- Desire to work in an environment dedicated to developing quality work.

- Ability to effectively prioritize and execute tasks in a high-pressure environment is crucial.

RECOMMENDED KNOWLEDGE, SKILLS, AND TRAITS:

- Highly organized and efficient

- Proficiency in Microsoft's standard office tools, including Microsoft Project and Visio.

- Excellent communication and interpersonal skills, with the ability to collaborate effectively with stakeholders at all levels of the organization.

- Strong problem-solving and analytical skills, with the ability to quickly understand complex issues and propose effective solutions.

- Excellent project management skills and experience with project management tools and methodologies.

- Familiarity with enterprise software systems, databases, and cloud computing platforms.

- Excel in simplifying complex technical concepts for easy understanding.

PHYSICAL REQUIREMENTS:

- The employee must have the ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state, and local standards.
- Communicate with others to exchange information (Constantly)
- Analyze accuracy, neatness, and thoroughness of the work assigned. (Constantly)
- Requires computer responsibility which involves extensive use of keyboard, mouse and monitor, and repeat motions that include the wrist, hands, and/or fingers. (Constantly)

WORK ENVIRONMENT/CONDITIONS:

- Dayshift hours primarily, although overtime may be required to meet project deadlines.
- Physically able to participate in training sessions, presentations, and meetings.
- Work related assignments on weekends are possible

Posted 11/15/2024