



City of Philadelphia

Office of Innovation & Technology

Job Title:	Project Manager for Public Safety
Reports To:	Deputy CIO
Unit:	Public Safety & Unified Communications PO
Salary Range:	\$75,000 - \$95,000
Position Type:	Exempt
Deadline to Apply:	August 9, 2013

Summary

The Office of Innovation of Technology (OIT) is the central IT agency for the City of Philadelphia. The Public Safety & Unified Communications Division is undertaking several technology based projects to increase the use of technology for public safety related business. Project Managers are needed to analyze and document business needs and processes, organize around problem/opportunity, plan and remediate troubled projects, and ensure new initiatives are planned, launched and executed correctly. These positions will be responsible for planning, organizing and managing projects that are under the oversight of the Office of Innovation and Technology.

The successful candidate must reside in the City of Philadelphia or establish primary residence in the City of Philadelphia within six months of employment. This position is open to US Citizens and those that are authorized to work in the US. Please provide citizenship status when applying for this position.

Responsibility

- Assist the Philadelphia Public Safety community through the Office of Innovation and Technology's Public Safety and Unified Communications Division with preparation of project charters and business cases and in helping departments adequately identify and define business objectives, processes and workflows, and IT requirements including an end-to-end solution architecture.
- Develop, clarify and manage the scope of the project, define contract deliverables and milestones to achieve targeted outcomes.
- Identify needed resources, assemble project team including internal and external resources as appropriate, and develop timeframes and milestones to facilitate the successful completion of the project and achievement of the project objectives.
- Ensure project milestones are achieved in a timely fashion and meet quality expectations.
- Ensure compatibility and consistency with existing architectural and enterprise standards.
- Assign task to projects' assigned resources.
- Run large projects or multiple mid-sized projects to successful conclusion.
- Communication (verbally and in writing) effectively with stakeholders and senior business leadership of departments and agencies participating in the project.
- Organize and work effectively with project teams of staff from departments, agencies and other technical resources participating in the effort.
- Other duties as assigned.

Ability To:

- The specification, planning and delivery of distributed enterprise solutions.
- Broad-based technology in multiple business applications and environments
- Demonstrated ability to lead a cross functional team
- Ability to produce translate technical terms into business level documentation
- Process improvement
- Strong planning and organizational skills
- Strong communications skills (written and oral)
- Strong analytical skills
- Ability to work independently



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Education and Experience

- 3-5 years IT project management skills preferred
- Certification in project management is preferred
- Completion of a Bachelor's Degree program at an accredited college or university, which has included major course work in computer science, information science, graphic design or a closely related field with a minimum of two years experience.
- Degree can be substituted for industry certification with a minimum of three years experience.

How to Apply:

Send resume and cover letter to dotjobs@phila.gov. In the body of the email please indicate you found the job posting on the City of Philadelphia's HR website.