



City of Philadelphia

Division of Technology

Job Title:	Program Manager (Solution Architect)
Reports To:	Deputy CIO for Business Improvement Services
Unit:	Business Improvement Services (BIS)

Summary

The Division of Technology is the central IT agency for the City of Philadelphia. The Business Improvement Services (BIS) Unit has the responsibility to assist departments and agencies of the City in the planning, organization and execution of significant technology based projects and to undertake the program management of enterprise or departmental IT initiatives as directed by the City's Chief Information Officer (CIO). BIS provides 'Tiger Teams', i.e., quick response teams, composed of experienced Program Managers, Solution Architects and Business Analysts to analyze the situation, document the business needs and processes, organize around the problem/opportunity, plan and remediate troubled projects, and ensure new initiatives are planned, launched and executed correctly. This position is responsible for planning, organizing and managing projects that are under the oversight of the BIS. The successful candidate must reside in the City of Philadelphia or establish primary residence in the City of Philadelphia within six months of employment.

Responsibility

- Assist departments/agencies 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.

Ability To:

- Run large projects or multiple mid-sized projects to successful conclusion.
- Communicate (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.

Knowledge Of:

- The specification, planning and delivery of distributed enterprise solutions.
- The Request for Proposal (RFP) process
- Contract negotiation
- Broad-based technology in multiple business applications and environments



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Education and Experience

- Completion of a Bachelors degree program at an accredited college or university, which has included major course work in Computer Science or Information Systems.
- Eight (8) years or more of applicable work experience that includes five (5) or more years of project management experience.
- Experience working in a large governmental environment preferred.
- CAPM, PMP, PgMP Certifications a plus