

Job Title	Project Manager	Hiring Manager	
Department	PMO	Revision Date	
Salary Range (optional)	Commensurate with experience	Application Deadline	TBD
Position Type	Exempt		

Overview of City of Philadelphia

With a workforce of over 25,000 people, and opportunities in more than 1,000 different job categories, the City of Philadelphia is the fifth largest city in the United States and one of the largest employers in Southeastern Pennsylvania. As an employer, the City of Philadelphia operates through the guiding principles of service, integrity, respect, accountability, collaboration, diversity and inclusion. Through these principles, we strive to effectively deliver services, to resolve the challenges facing our city, and to make Philadelphia a place where all of our residents have the opportunity to reach their potential.

Agency Description

The Office of Innovation and Technology (OIT) was established in August 2011 by Mayor's executive order. OIT oversees all major information and communications technology initiatives for the City of Philadelphia - increasing the effectiveness of the information technology infrastructure, where the services provided are advanced, optimized, and responsive to the needs of the City of Philadelphia's businesses, residents and visitors.

Position Summary

The Office of Innovation & Technology (OIT) is the central IT agency for the City of Philadelphia, headed by the Chief Information Officer (CIO).

The Project Management Office has the responsibility to assist departments and agencies of the City in the implementation of significant technology projects and to undertake the project management of enterprise or IT departmental IT initiatives as directed by the Director of Policy, Planning, Performance and Projects. The Project Manager is 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.

Essential Functions

- Develop, clarify and manage the scope of the project, defines contract deliverables and achieves targeted outcomes.
- Ensure project requirements are achieved in a timely fashion and within budget guidelines.

- Assemble project team, identify needed resources, assign responsibilities and develop timeframes to facilitate successful completion of project activities and deliverables.
- Determine project costs/ensures delivery on time and within budgetary guidelines.
- Ensure compatibility and consistency with existing architectural and enterprise standards.
- Perform cost/benefit analysis of actions and initiatives.
- Schedule and document meeting minutes.
- Follow the OIT Project Management practice and prescribed SDLC.
- Prepare status reports, status summaries and dashboards for presentation to mid and senior level management.
- Provide support, coaching and mentoring on project management best practices, as requested for project coordinator associates

Competencies, Knowledge, Skills and Abilities

- Demonstrate leadership qualities such as conflict/issue resolution, the ability to run a project or serve as project manager on a program team and can ensure a successful project lifecycle
- Communicate (verbally and in writing) effectively with stakeholders and senior business leadership of departments and agencies participating in this project.
- Organize and work effectively with project teams of staff from department and agencies participating in this effort
- Demonstrate experience and relevant expertise in the design and building of distributed and enterprise solutions
- Plan, organize and direct the work activities of outside consultants and/or systems analysis and programming personnel assigned on a team.
- Demonstrate presentation skills, strategic thinking, and high professional ethics.
- Establish and maintain effective working relationships with associates, departmental officials, outside consultants and vendors.
- The principles of project management, systems delivery life cycle and budgeting.
- Concepts and applications of servers, storage, mainframes, monitoring, ITIL, metrics and performance management, disaster recovery, data center facilities management, managed services, and cloud computing.
- IT project management best practice, principles and techniques. (PMBOK)

Qualifications (Education and Experience)

- Completion of a Bachelors degree program at an accredited college or university with a major course work in Computer Science, Information Technology or a closely related field
AND
- Minimum of 5-7 years Project Management experience managing multiple, large, cross-functional teams or projects
- 5-8 years of applicable business experience
- PMP certification or Master's Certificate in Project Management preferred.
- Any equivalent combination of education and experience determined to be acceptable by the Office of Innovation & Technology and Human Resources.

Additional Information

Submit your resume [here](#)

Successful candidate must be a City of Philadelphia resident within six months of hire

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