



**Employment Opportunities**

**Job title:** Project Manager

**Reference #:** VA1626

**Job Location:** Richmond, VA but will change in November to Chester, VA

**Contract Position (Y/N):** Y

**Posted Date:** 10/23/08

**Job description:** Technical Project Manager in Richmond/Chester, VA. The project manager will manage end user computing projects.

**Duties and Responsibilities**

- Creates weekly and monthly status reports for management
- Creates / Updates project plan on a regular basis showing monthly earned value
- Escalates project issues
- Assess project risks and issues and develops resolutions to meet productivity, quality, and client satisfaction goals and objectives.
- Develops mechanisms for monitoring project progress and for intervention and problem solving with project managers, line manager, and clients.
- Facilitates open and clear communication between project teams and other support teams
- Manages resource constraints within the project team, Service Delivery and State Agencies and following proper escalation process.

- Experienced with the unique information technology needs and the environment of state government agencies
- Uses Problem/Change Management effectively
- Manages purchase order requests process for equipment orders
- Manages third party contractors
- Liaison between technical team members and Management

**Citizenship Required (Y/N):** Y

**Skill Set:** The successful candidate will have excellent client facing skills as well as extensive experience managing complex technical projects. Must also have the ability to manage multiple projects concurrently. Proven track record in risk management and escalation procedures. Strong communication (written & verbal), organizational, interpersonal, problem solving, negotiation, multi-tasking, and follow through skills. Experienced with MS Office, MS Project and MS Outlook  
Candidate may have the opportunity to work from home 1-3 days per week.

PMP certification preferred.

**Length of contract:** 0-6 Month(s)

If interested in this position, please click 'Back' on your browser and use the email link to contact our Human Resources Department with your resume. Be sure to include Job Title and Reference number in the subject line of your email.

Thank you.