



STATE OF NORTH DAKOTA – MSP JOB DESCRIPTION

AGENCY	ND Information Technology		
WORK LOCATION	4201 Normandy Street Bismarck, ND 58503		
JOB TITLE	Project Manager		
NUMBER OF OPENINGS	6	BACKGROUND CHECK	Fingerprint Screen
Bill Rate	DOE	HOURS	40 hrs. 8-5 p.m. Central Time Zone/USA
START DATE	ASAP	END DATE	Dec. 31, 2021
ON-SITE or OFF-SITE	Partial on-site time required –approximately 25-30% time based on project needs		
ON-CALL REQUIRED	No	OVERTIME (40+ hours)	No
TRAVEL REQUIRED	No	EXPENSES REIMBURSED	N/A
ADDITIONAL NOTES			

PROJECT NAME	NDIT CARES Act Projects
PROJECT DETAILS	<p>The State of North Dakota is looking for dynamic candidates to augment the State’s Information Technology Department’s project management resource pool. The State, through the Information Technology Department is seeking project managers to assist in meeting the increased demand and workload as a result of COVID-19 response and CARES Act funding. The efforts are estimated to go through December 31, 2020; however, may be extended based on CARES Act funding deadlines.</p> <p>The ideal candidates should enjoy working with people in a collaborative environment, who can learn quickly in a rapidly changing technology landscape, and who embody the North Dakota Information Technology core values of: Gratitude, Humility, Curiosity, and Courage.</p>
JOB DESCRIPTION	<p>As a part of the State of ND’s project management office (PMO), work for this role involves the application of project management principles, methodologies, standards, and best practices in leading and managing all phases of information technology projects. Role is responsible for performing project management duties on large, complex projects for State of ND using established best practices, tools and guidelines. Duties include project planning, executing, monitoring, reporting; and also, the coordination of people, processes and technologies as needed to deliver on-time and on-budget project results. Projects may range in structure from traditional/waterfall, to various agile/hybrid frameworks. Effective communication skills and ability to build and maintain solid working relationships with staff, agency executives, legislators, consultants, and other stakeholders is essential for project success. Core responsibilities include, but are not limited to:</p> <ul style="list-style-type: none"> • Providing leadership to project teams • Facilitating meetings (e.g., status update, planning, brainstorming, requirements gathering) • Developing, updating, and publishing project plans (e.g., communication plan, risk plan, project governance plan) • Developing, updating, and publishing project schedules (primarily using MS Project) • Maintaining and utilizing team and document collaboration tools (e.g., SharePoint, Skype) • Assisting in the development of project goals, objectives, milestones, and functional/feature requirements of technology solutions • Creating cost and time estimates with the help of the project team members



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	<ul style="list-style-type: none"> • Facilitating project procurements • Contract negotiations • Identifying and obtaining resources for the project • Identifying and resolving project conflicts • Conducting project risk analysis activities • Identifying and managing project issues • Owning the project change management process • Assuring appropriate project documentation is utilized • Ensuring project deliverables are defined, and delivered • Monitoring deadlines and costs of projects • Communicating status of the project to stakeholders and immediate supervisors • Arranging meetings for the project team • Coordinating the efforts of internal project staff, customers and vendors • Participating in initiatives to improve processes
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REQUIRED DEGREE	A bachelor’s degree with a major in computer science, computer or management information systems, project management, business administration, or a closely related field, and six years of current and progressive related project management work experience that involved business process analysis, project plan development, group facilitation, and management of staff/resources; or a bachelor’s degree with a major in another field and seven years of related work experience as described above. Experience may be substituted for the required degree on year-for year basis.
REQUIRED CERTIFICATION(S)	Preference detailed below.

REQUIRED SKILLS/EXPERIENCE	# YEARS
Bachelor’s degree with a major in computer science, computer or management information systems, project management, business administration, or a closely related field, and six years of current and progressive related project management work experience that involved business process analysis, project plan development, group facilitation, and management of staff/resources; OR	6
A bachelor’s degree with a major in another field and seven years of related work experience as described above	7
A two-year degree If candidate has a 2-year degree they must possess at least 9 years hands on experience	9
No degree If candidate has no degree, they must possess at least 11 years hands on experience	11
Effective communication skills and ability to build and maintain solid working relationships	No min.
Effectively managing large and complex projects (\$1 million or >)	6
Experience using Microsoft Project	6

Preference given to candidates with the below skills/experience. Must also meet minimum requirements.
Preference will be given to candidates that hold the Project Management Institute’s (PMI) Project Management Professional (PMP) Credential.