

IT PROJECT MANAGER

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Exciting Career Opportunity!

BENEFITS OF WORKING FOR AOC

- ◆ The state of Washington offers a comprehensive benefits package, including health, dental, life and long-term disability insurance
- ◆ Vacation leave
- ◆ Sick leave
- ◆ Shared leave
- ◆ Family – Medical leave
- ◆ Military and Civil leave
- ◆ Eleven paid holidays per year
- ◆ A state retirement plan
- ◆ Deferred Compensation Program
- ◆ Deferred College Tuition Program (GET)
- ◆ Membership in the Public Employees' Retirement System
- ◆ Opportunities to participate in a Medical Flexible Spending Arrangement and Dependent Care Assistance Programs

WHERE IS AOC LOCATED?

The Administrative Office of the Courts is located in Olympia, Washington, on Interstate 5 between Seattle, Washington and Portland, Oregon. Olympia and the surrounding Thurston County area offer numerous social, recreational, educational, and cultural opportunities. Natural features include Puget Sound, the Olympic National Park to the west, and Mt. Rainier to the east. Mount St. Helens and the Pacific Ocean beaches are within a two hour drive of the city.

SALARY: \$73,644 TO \$96,636 DOQ

LOCATION: Olympia, Washington

OPENS: September 11, 2015

CLOSES: October 2, 2015

DURATION: This is a project position expected to last at least two years, possibly longer, depending on funding.

Primary Purpose and Characteristics

Leads and directs high-visibility information technology projects such as infrastructure upgrades, feasibility studies, business-focused IT solution development, upgrades to legacy systems, and implementation of statewide case management systems for Washington's judicial branch of government.

Reporting to the Project Management and Quality Assurance Manager, this expert professional works independently with significant decision making authority as defined by ISD senior leadership. Interacts regularly with executive leadership, agency management, all levels of division staff, and external stakeholders, including judicial branch decision makers.

Scope of Responsibility

Specifically:

This position will oversee the five interrelated projects required to fully implement the Information Networking Hub (INH) and the Expedited Data Exchange (EDE).

Generally:

Leads project chartering and schedule development; establishes business goals and priorities with customers, partners, and staff; effectively and accurately communicates project mission, vision, and scope, working collaboratively with internal and external parties to maintain alignment of business and operational strategic plans.

The Administrative Office of the Courts (AOC) is a department of the Washington State Supreme Court. Established by state statute in 1957, the mission of the AOC is to advance the efficient and effective operation of the Washington State judicial system.

The AOC carries out its mission through formulation of policy and legislative initiatives, court technology development, educational programs, and program support for 428 Washington judges and their staff. The AOC draws its employees from a wide range of professions including legal, information technology, research, education, and judicial administration.

The agency is administered by an executive team that is committed to maintaining a dedicated and diverse workforce that provides the highest quality of customer service and continuously develops strategies for improving the performance and effectiveness of the court system in Washington.

AGENCY-WIDE VALUES & COMPETENCIES

Agency Values

- Integrity
- Honesty
- Accountability
- Teamwork
- Trust
- Respect
- Customer Service
- Communication

Behavioral Competencies

- Influencing
- Problem solving
- Planning/organizing
- Consulting
- Relationship building
- Tact/diplomacy

Negotiates for schedule, resources and budget.

Leads and directs multiple projects; manages personnel and related issues; define scope and work plans; manage budgets; directs and manages workload; procures, create, and manages contracts; tracks and manages risks and issues; ensures that approved project requirements are fully met and that projects are completed on time, within budget and consistent with established standards.

Maintains project plans (schedule, resources, risk, issues, and budget); applies project management methodology & best practices to achieve optimal results from each project.

Facilitates identification and definition of business and technical requirements for solution development and integration into enterprise application environment.

Effectively communicates and coordinates between business and technical cross functional teams; communicates project status to internal and external stakeholders; report status and health of project to senior management. Ensures that projects are closed out at their determined conclusion, goals and objectives achievement is evaluated with project leadership, and solutions are properly turned over to the appropriate operations and business owners.

Performs other duties as required.

See Job Description for further information.

Essential Activities

Coordinates activities between five interrelated projects to ensure schedules are met, issues are resolved in a timely manner, and competing priorities and demands are addressed in accordance with overall priorities.

Champions overall vision for the Expedited Data Exchange and aligns all activities with targeted outcomes.

Manages resources assigned to achieve most efficient use of limited resources.

Presents status updates and reports to multiple stakeholder groups representing all aspects of the program.

Balances conflicting objectives to achieve the outcomes that best meet the needs of the overall project.

The AOC is committed to the practice of equal employment opportunity and non-discrimination for all persons without regard to race, creed, color, national origin, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability. Persons of disability needing assistance in the application process, or those needing this announcement in an alternative format, please contact Colleen Clark, AOC Human Resource Office, at (360) 704-4143 or fax (360) 586-4409, or via email to Employment@courts.wa.gov

SPECIAL NOTE:

All employees hired by the Administrative Office of the Courts are required to be fingerprinted for a criminal history background check with continued employment with the AOC contingent upon the results of this background check.

Application materials will be screened for the purposes of determining who will be selected for an interview.

Qualifications

A Bachelor's degree in computer science, business administration, or a closely allied field;

AND:

Three years of project management experience in a large/complex information technology environment to include experience managing/directing professional staff

AND

Certification in project management from an accredited higher education institution.

Additional project management experience may substitute for education and certification requirements.

The preferred candidate will have:

Demonstrated experience managing complex integration projects involving stakeholders across multiple state and local government entities.

Previous experience with projects involving data exchanges and web services.

APPLICATION PROCEDURE

To be Considered for this Position, Please Submit:

- A cover letter specifying how you meet the qualifications of the position (no more than two pages);
- A chronological resume describing your prior job experience to include employers, dates of employment (by total months/years), description of duties, and education; and
- A completed AOC Application for Employment (found at www.courts.wa.gov/employ).

Failure to submit the required materials listed above may eliminate your application from consideration.

Submission by email is preferred: Employment@courts.wa.gov; or you can fax to (360) 586-4409; or send by mail to Administrative Office of the Courts, PO Box 41170, Olympia, WA 98504-1170