



King County

Invites Applications for the Position of:

IT Project Manager

Apply online at <http://www.kingcounty.gov/jobs>

King County is committed to equity and diversity in the workplace. In addition, the county is committed to recruiting and maintaining a quality workforce that shares our guiding principles: collaborative, service-oriented, results-focused, accountable, innovative, professional and fair and just.

OPENING DATE/TIME: 06/14/17 12:00 AM (GMT -8:00)

CLOSING DATE/TIME: 06/27/17 04:30 PM (GMT -8:00)

SALARY: \$3,400.00 - \$4,852.80 Biweekly \$88,400.00 - \$126,172.80 Annually

LOCATION: King County Courthouse - 516 3rd Ave, Seattle

JOB TYPE: Term Limited Temporary, Full Time, 40 hrs/wk

DIVISION: Department of Judicial Administration

JOB NUMBER: 2017JF07085

SUMMARY:

The Department of Judicial Administration (DJA) is an innovative, forward-looking agency using technology to help perform tasks better, more efficiently and reliably. DJA (also known as the Superior Court Clerk's Office) performs a variety of services for the Court, litigants and the public. DJA's mission is to provide professional, high-quality Superior Court record services and justice system programs, while ensuring access to justice and integrity in the process.

DJA is undergoing a major systems replacement project (SRP) to replace the mainframe system currently used to index, track, and manage case and financial information related to King County Superior Court cases. DJA is seeking a project manager for the SRP.

King County values the balance between work and life outside of work. We offer an outstanding benefits package, 10 paid holidays, life insurance, an employee assistance program and much more. Please visit our website to learn about King County's commitment to employee's health and well-being: <http://www.kingcounty.gov/employees/>.

JOB TYPE: This is a term-limited temporary (TLT) position and is expected to last through December 2018.

WHO MAY APPLY: This position is open to all qualified candidates that meet the minimum qualifications. The Department of Judicial Administration values diverse perspectives and life experiences, and encourages people of all backgrounds to apply. This recruitment may be used to fill other term limited temporary assignments depending on the need of the project.

WORK LOCATION: Will be at the King County Courthouse, at 516 3rd Ave, Seattle, WA.

WORK SCHEDULE: This position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible. The normal work week is 40 hours Monday through Friday, 8 hours per day.

APPLICATION PROCESS:

This exciting opportunity to join the Department of Judicial Administration is open to **all applicants**. A **King County Application**, a **resume** and a **cover letter** that explains how your education and experience makes you the best candidate for this position, are required. Also required are the **answers to the supplemental questions** at the end of this job announcement.

Please note that you can attach multiple documents to your application. Your options are:

- * Copy and paste one or more documents into the text resume section of the application.
- * Attach multiple documents/files in the resume attachment section.

Contact information: Please direct questions about this position to Teresa Bailey 206-477-0768 and questions about this recruitment to Joy Fernandes at 206-477-0774.

JOB DUTIES:

This position will be responsible for managing the SRP for DJA. The SRP includes the implementation of a Superior Court Case and Financial Management Solution. This project also includes significant integration, data exchange and data migration work.

This position will be responsible for managing project requirements within the scope of the SRP; leading project teams to ensure project tasks are completed on schedule and within budget; managing the vendor and building and maintaining vendor relationships; and ensuring deliverables meet established quality standards and comply with the project oversight/reporting requirements of the IT project governance.

This is a high profile enterprise project with a variety of stakeholders, including elected officials. The SRP will significantly transform the business operations within DJA and the project manager will be responsible for leading DJA through the change management activities necessary to ensure successful adoption of the new technology.

PRIMARY JOB FUNCTIONS:

- Work with project stakeholders and sponsor to identify goals, objectives, and project approach.
- Create project documents and maintain auditable project files.
- Assign and manage work of project team and assess work quality.
- Supervisor subject matter experts assigned to the project.
- Manage and control day-to-day project activities, issues, risks, quality, and budget.
- Establish, track and report on project milestones
- Prioritize activities and requirements according to business needs or values.

- Manage communications to project stakeholders.
- Manage vendor relationships during project execution; review and approve vendor deliverables; manage and monitor vendor work progress and performance; negotiate and manage contract changes; implement corrective action plans as required; and approve vendor payments.
- Identify and develop requirements related to integration of technology components of solution, and review/validate requirements and design with architecture leads.
- Develop and manage system integration, testing, cutover, and acceptable training and testing plans. Ensure business continuity and minimize disruptions during systems implementation.
- Facilitate, support and staff the project steering committee.
- Report project status as necessary to the County CIO and other IT oversight or governance committees as deemed necessary.
- Lead and coordinate change management efforts related to project implementation.
- Lead and coordinate the training necessary for a smooth implementation.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

WE ARE LOOKING FOR CANDIDATES WITH:

- Experience managing large projects, preferably IT projects.
- Exceptional organization, planning and prioritization skills.
- Effective communication skills, both verbally and in writing.
- Knowledge of systems development, including analysis, design, testing, implementation, maintenance, documentation, and training procedures and practices
- Advanced knowledge of IT project management principles, techniques, and methodologies
- Knowledge of and experience with vendor management practices and processes
- Skill in handling multiple competing priorities
- Skill in synthesizing complex information to decision makers
- Experience in making presentations to diverse audiences
- Skill in working with a variety of individuals from diverse backgrounds
- Education in IT, Project Management, or Business Administration

Regular and reliable attendance, effective communication skills, and development of effective working relationships are requirements of all DJA positions.

Any combination of Experience, Qualifications, Knowledge, and Skills which provides the applicant with the desired competency to successfully manage this project will be considered.

DESIRABLE QUALIFICATIONS:

Prior experience in public sector/government IT organization or major IT projects working with complex stakeholder environments

Project Management Professional or other project manager certification preferred.

SUPPLEMENTAL INFORMATION:

UNION MEMBERSHIP: This position is represented by the International Federation of Professional and Technical Engineers Local 17 Information Technology bargaining unit.

No felony convictions in the last ten years.

Note: Online applications are preferred. However, if you cannot apply online, go to

www.kingcounty.gov/jobs for other options.

If you need an accommodation in the recruitment process or an alternate format of this announcement, please inquire directly with the contact listed on the job announcement or the department's Human Resources Service Delivery Manager.

IT Project Manager Supplemental Questionnaire

- * 1. How many IT projects have you worked on?
- * 2. Please describe a successful IT project that you worked on. What was your role? What was the budget? What was the schedule?
- * 3. Please describe your experience working with vendors.
- * 4. Please tell us about your experience with integration.
- * 5. Please describe your change management experience.
- * 6. This position requires a resume and a letter of interest. Please verify that you have attached or inserted both to your application.
☐Yes ☐No

* Required Question