Information Technology Project Manager

The Howard County Public School System (HCPSS) is one of the leading school systems in the state of Maryland and the nation. In alignment with our *Strategic Call to Action*, our mission is to ensure academic success and social emotional well-being for our approximately 57,000 students in an inclusive and nurturing environment that closes opportunity gaps. To learn more about employment with HCPSS, please visit https://www.hcpss.org/employment/.

DESCRIPTION

Under the direction of the Director of Information Technology (IT) Business and Services, the IT Project Manager is responsible for the planning, execution and delivery of technology related projects, tasks, and initiatives across the Howard County Public School System (HCPSS) on time and within scope and budget. Project examples include systems integrations, business process development and improvement, and technology refresh and rollouts. The project manager will also support the IT Project Management Office (PMO) by working closely with staff in providing a systematic approach, using industry best practices (Agile, SCRUM, ITIL etc.), for the development and management of technology related projects for HCPSS.

ESSENTIAL POSITION RESPONSIBILITIES

- Work with key stakeholders across the organization to define and solidify requirements, including project scope, goals, and deliverables.
- Collaborate with IT managers to select and coordinate internal resources and vendors.
- Use appropriate verification techniques to manage changes in project scope, schedule, and costs.
- Measure project performance and risks using appropriate systems, tools, and techniques.
- Manage organizational change and communicate clearly and regularly with project stakeholders.
- Prepare key documentation, and conduct cost, timeline, budget, risk, technical feasibility, and stakeholder's analysis as well as other project management documents such as training, communications, and change management plans.
- Provide leadership to the development and deployment of a continuous improvement approach in enhancing IT processes and procedures.
- Prioritize work to keep multiple projects moving in a timely manner, meet deadlines, and manage with efficiency and accuracy.
- Gather, analyze, and report data trends. Summarize and recommend data-driven decisions and actions to various levels and stakeholders.
- Understand current and future HCPSS vision and goals as a framework for IT project alignment.
- Maintain up-to-date knowledge on existing HCPSS systems and IT strategies and issues.

The above list is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

MINIMUM QUALIFICATIONS

Applicants must meet all the qualifications listed below to be considered for the vacancy.

Education:
- Bachelor's degree from an accredited university in information technology, business administration, project management, or related field.

Experience:
- Five (5) years of experience in project management including planning, implementing, and evaluating projects.

PREFERRED QUALIFICATIONS
- PMP, CSM, CSSBB, CompTIA Project+, PRINCE2, ITIL, or related project management certification.
- Experience in software development, systems integration, process engineering, database management, and/or web technologies.
- Experience managing contracts, budgets, and vendors.
- Experience working within a preK-12 or college/university setting.

SELECTION REQUIREMENTS
Applicants who meet the minimum qualifications will be included in further evaluation. The evaluation may be a rating of your application based on your education, training, and experience as they relate to the requirements and preferred qualifications of the position. Therefore, it is essential that you provide complete and accurate information on your application. Please report all related education, dates, and hours of work. Clearly indicate your college degree and major on your application, if applicable.

For education obtained outside the U.S., any job offer will be contingent on the candidate providing an evaluation for equivalency by a foreign credential evaluation service prior to starting employment (and may be requested prior to interview).
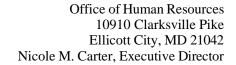
EMPLOYMENT INFORMATION
This is a 12-month per year position in the Howard County Education Association's Educational Support Professionals (HCEA-ESP) employee unit. The current salary range for this position is on the Technical Central Office and School Based salary scale, Grade 26, $97,438 - $146,827. Salary will be determined by actual relevant experience and in conjunction with salary procedures of the Howard County Public School System. Under the Fair Labor Standards Act, this position is exempt from overtime.

Under the HCPSS Telework Program, this position may be eligible for a hybrid work schedule. Telework schedules will be determined by the department and/or supervisor. Telework during the probationary period will be subject to approval and based on the needs of the department and the school system.

APPLICATION REQUIREMENTS
Complete applications must be submitted by the closing date. Information submitted after this date will not be added. Incomplete applications will not be accepted. Resumes will not be accepted in lieu of a completed application.

Only applicants who submit all the requested information by the closing date of the vacancy will be considered for this position. First consideration will be given to applications received by December 31, 2023. Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experience and education which most closely match the position qualifications and the needs of the school system.

Please note that a completed application includes:

- A complete application form that includes a listing of employment locations with dates of employment and documents) required to verify that you meet the minimum qualifications.
- All supplemental materials (i.e.: resume, letter of introduction, and transcripts) are required to verify that you meet the minimum qualifications.

For questions regarding this vacancy, please contact recruitmentinquiries@hcpss.org.

Equal Opportunity Employer

HCPSS celebrates diversity and is committed to creating an inclusive environment for all employees and applicants and prohibits discrimination, harassment, and retaliation of any kind. HCPSS is committed to the principle of equal employment opportunity for all employees in providing them with a work environment free of discrimination and harassment. All employment decisions at HCPSS are based on organizational needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, veteran status or present military service, family medical history or genetic information, family or parental status, or any other characteristic protected by federal, state or local laws.