



## **Tennessee Department of Transportation**

### **Administration Bureau**

#### **Position Opening:**

#### **Project Manager - INT**

TDOT is need of a solid, consistent and creative Project Manager who can work in an open and collaborative team environment. The person in this role should be someone that is excited by new challenges, and someone that is passionate and seeks to improve state government in the way information technology services are delivered.

The successful candidate should be someone with advanced analytical skills, a collaborative professional who excels in dynamic, sometimes ambiguous, complex, enterprise-level activities by taking ownership, driving action, and ensuring results. Able to take direction and respond quickly to both planned and unplanned activities, ensuring delivery and kept promises to matrixed business partners. The Project Manager will work directly with colleagues at all levels of the agency, and will be adept at navigating political corporate structures and team dynamics; developing executive level communications; and producing actionable output from communicated direction and vision.

Most critically, this position requires flexibility, agility, a positive attitude, sound work ethic, ability and desire to learn, and consistent delivery of value through ambiguity as a partner-focused change agent. Must be able to work independently on assignments while simultaneously engaging as a collaborative part of a larger departmental team.

#### **Desired Skills include:**

- 5+ years experience in IT Project Management.
- Functional knowledge of traditional Project Management and Agile methodologies
- Advanced time management and analytical skills.
- Experience managing infrastructure, application development, mobile technology, software implementation projects.
- PMP and/or Agile certifications preferred.
- Advanced level knowledge of Microsoft Office Suite, Visio, MS Project.
- Experience with ITIL preferred.
- Excellent critical-thinking and problem-solving skills with experience scoping projects.
- Ability to interact with individuals at all levels and roles, including IT team members, business partners, and external vendors.



- Ability to work with a cross-functional team to successfully create, design, and implement a project.
- Ability to clearly and concisely provide project status updates to senior management.

### **Minimum Qualifications:**

**Education and Experience:** Graduation from an accredited college or university with a bachelor's degree and two years of professional level experience in any one of the following areas: (1) systematic analysis of overall work processes for business or information systems or (2) project management. Substitution of Experience for Education: Professional-level experience in any one of the following areas may substitute for the required college degree on a year-for-year basis to a maximum substitution of four years: (1) systematic analysis of overall work processes for business or information systems or (2) project management. Substitution of the Specific Associate's Degree for the Required Bachelor's Degree: Graduation from an accredited college or university with an associate's degree in computer information systems, computer technology or other related field may substitute for the required bachelor's degree. Substitution of Graduate Coursework for the Required Experience: Any additional graduate coursework in project management, computer information systems, computer networking technology, computer technology or other related field may substitute for the required experience on a year-for-year basis to a maximum substitution of one year. (Thirty-six graduate quarter hours or a master's degree in the above fields is equivalent to one year of experience.) OR Two years of experience as a Project Manager-Asc with the State of Tennessee.

**Other Requirements:** Necessary Special Qualifications: None. Examination Method: Education and Experience, 100%, for Preferred Service positions.

### **Job Overview:**

**Summary:** Under general supervision, is responsible for planning, initiating, and managing information technology (IT) projects. **Distinguishing Features:** This is the working-level class with an intermediate understanding of the Project Manager duties/functions, can perform some tasks independently, while contributing to team efforts. This class differs from the Project Manager-Asc classification in that incumbents of the latter learn to plan, initiate, and manage information technology (IT) projects. This class differs from the Project Manager-Adv classification in that incumbents of the latter can work independently or strongly contribute to team efforts relative to Project Manager tasks, and work requires minimal review prior to being considered presentable to upper management.