**Idaho Judicial Branch**

**Position Description**

**Position Title: Project Manager, Information Technology**

**Effective Date:** December 2016 – December 2018

**Salary Range/Grade: $65,714 - $73,954 (Grade 16)**

**FLSA Status:** Exempt - Administrative

**EEO Category:** Professional

**General Position Summary:**

The Idaho Judicial Branch seeks qualified candidates for a Project Manager position to plan, coordinate, implement and manage information technology (IT) projects that have statewide scope and impact. This is a temporary position to be filled through December 2018. This position will develop project goals, scope, work plans, timelines, and implementation strategies for assigned projects and will manage all phases of IT application and infrastructure projects from initiation to closure. During this period, the position will oversee several projects of varying scope to include (but not limited to) the deployment of the Idaho Judicial Branch’s new court case management software applications. The position works with a great deal of independence under the supervision of the current Project Manager and in coordination with the Sr. IT Manager, Judicial Applications and the IT Manager, Operations and Infrastructure.

**Major Duties and Responsibilities:** (The examples provided do not cover all the duties which the incumbent in this position may be required to perform.)

* Responsible for execution of the implementation and delivery of the Idaho Judicial Branch’s new software applications to include court case management system (both trial and appellate), financial management, electronic filing, judicial in-court systems, jury management, supervision, problem-solving, and other similar court applications;
* Implements project goals, work plans, timelines, implementation strategies and evaluation methods for assessing progress toward project goals and outcomes;
* Manages scope of assigned projects to ensure on-time and on-budget delivery;
* Manages project change control processes, risks, issues and mitigation actions;
* Manages and maintains detailed project plans including resource, time and cost plans;
* Identifies and analyzes project, application and/or system problems, determines and recommends courses of action, and oversees the implementation of solutions;
* Develops, implements, and reviews results of application and system test plans, and subsequently leads efforts to remediate any identified issues;
* Develops and implements strategies with the current Project Manager to encourage and obtain stakeholder, judicial partners, and/or community awareness and support, to include the creation and implementation of a comprehensive communications and change management plan;
* Coordinates the work of software vendors, contractors, court personnel and information technology staff to achieve project goals;
* Identifies and interfaces with other governmental agency partners, users and external IT staff, coordinating activities on behalf of the Idaho Judicial Branch;
* Oversees data conversion activities to fully convert legacy court data to new court applications, as needed;
* Coordinates data conversion reviews and ensures data anomalies are remediated or addressed;
* Organizes application testing activities, oversees defect management, and ensures test results are approved prior to delivery acceptance;
* Coordinates the procurement, logistics, sequencing and deployment of equipment and software rollouts in all affected entities and locations to support new and/or upgraded court software applications, as needed;
* Coordinates training plans, documentation, channels, forums, events and schedules to educate users on new court applications and system functionality;
* Administers project budgets, oversees expenditures and monitors contracts, ensuring all contract deliverables meet specifications and expectations;
* Makes recommendations for project standards, procedures and policies;
* Provides daily direction to the project team;
* Plans, facilitates and conducts project meetings;
* Measures, evaluates and communicates project performance;
* Ensures project deliverables are completed within target timeframes and are consistently high-quality;
* Performs other related duties as assigned.

**Minimum Qualifications:**

*Education and Experience:*

* A Bachelor’s degree from an accredited college or university in technology management, management information systems, business management, or a related field;
* Four years of experience managing large-scale, enterprise IT projects;
* Proven experience in managing enterprise software implementation projects;
* Previous experience with court management systems preferred;
* Project Management Professional (PMP) certification preferred;
* Must have excellent interpersonal and organization skills.

*Knowledge, Skills, and Abilities:*

* Knowledge of project management principles, concepts and practices;
* Knowledge of system development lifecycle used for the development of new systems and enhancements of existing systems;
* Knowledge of software application test management principles and processes;
* Knowledge of advanced concepts and basic operating principles related to information systems software and hardware;
* Knowledge of current trends in information technology;
* Knowledge of effective management principles and practices;
* Knowledge of court case management systems and integration to such systems preferred;
* Knowledge of electronic government transaction-based systems preferred.
* Skill in project planning and collaboration including a command of formal project planning tools and mastery of project management concepts such as critical path development, resource allocation, and Work Breakdown Structure project plan development;
* Skill in evaluating and redesigning business processes of a large scale project;
* Skill in organizing complex activities and coordinating with others to accomplish the project goals;
* Skill in coping with potentially stressful situations and making independent decisions;
* Skill in working and communicating with others to provide consultation and problem resolution;
* Skill in establishing and maintaining an effective, cooperative work environment.
* Ability to work in a fast paced, deadline driven environment;
* Ability to work in a team environment involving matrix organizations;
* Ability to manage multiple projects simultaneously while maintaining quality and meeting customer expectations;
* Ability to collaborate with vendors, contractors, government personnel and others to achieve project objectives;
* Ability to communicate at all levels with clarity and precision, both verbally and in writing;
* Ability to observe and suggest continuous project management improvements;
* Ability to resolve conflicting high-priority requirements;
* Ability to gather and analyze facts, draw conclusions, define problems, and suggest solutions;
* Ability to work with diverse groups and individuals while pursuing common goals;
* Ability to organize and manage time effectively;
* Ability to travel in and out of state in support of projects;
* Ability to lift up to 50 lbs. of computer equipment.

The Judicial Branch reserves the right to consider an equivalent combination of education, training, and/or experience necessary to successfully perform the major duties and responsibilities of the position.

**Application Instructions**

If interested in being considered for this position, please complete the attached application and submit it, along with your cover letter and résumé to hr@idcourts.net or to the Human Resource Office, P. O. Box 83720, Boise, ID 83720-0101. Application packets must be received by­­­­­­­­­­­­­­­­­­­­ ***Thursday, January 5th, 2017 by 5:00 p.m., MST.***

**Special Note**

This is a temporary position to be filled from December 2016 through December 2018.

The State of Idaho is an equal opportunity employer. Hiring is done without regard to race, color, national origin, sex, age, religion, socioeconomic status, sexual orientation, gender identity, disability or any other applicable legally protected status. In addition, preference may be given to veterans who qualify under state and federal laws and regulations. If you need special accommodation for applying or interviewing, please notify Human Resources.