IT PROJECT MANAGER
NOW HIRING

CITY OF PALM COAST CAREER
OPPORTUNITY

The City

One of Florida's newest cities (incorporated 1999), Palm Coast is a Florida paradise – situated on 70 miles of saltwater and freshwater canals and the Intracoastal Waterway and just minutes from pristine Atlantic Ocean beaches. Vibrant lifestyle and the natural environment go hand-in-hand here. The City offers a dozen beautiful parks, 125+ miles of connecting trails and paths for walking/bicycling, abundant fishing and boating, a year-round Running Series, and world-class tennis and golf. Lined with historic oaks, towering pines and indigenous vegetation, Palm Coast's parks and trails showcase the splendid elegance of the native Florida landscape. Bird-watching is popular at St. Joe Walkway and Linear Park, which are designated as Great Florida Birding & Wildlife Trails, and visitors can spot dolphins and seabirds as they stroll along the Intracoastal at Waterfront Park. The City currently has an estimated population of 94,000.

The Position

The City of Palm Coast is looking for an analytical and organized individual to oversee and coordinate its technology related projects. The Project Manager's duties will include creating project plans, coordinating work schedules, interacting with vendors and monitoring project budgets.

As an Information Technology Project Manager, the employee will provide strategic planning for program management; align skills and resources; monitor, manage, and provide for all requisite management to fulfill the program/project requirements including requisitions, and releases. The position manages the Information Technology projects, developing processes, project classification guidance, and requirements documents. Activities include monitoring and designing processes, managing scope, construction, testing, implementation, finances, schedules, changes, resources, reports, and risks.

Key Duties and Responsibilities

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Perform day-to-day administration of all City Information Technology projects to include management of consultants, vendor contracts, and required reporting.
- Perform highly responsible administrative and technical work reviewing and preparing Information Technology proposals, cost estimates, and/or contract documents for all Information Technology based projects throughout the City.
- Assist in establishment of annual budget and work programs.
- Create work plans that identifies and sequences the activities needed to successfully complete Information Technology projects.
- Plan, coordinate and administer activities of project team members and consultants.
- Review plans and reports submitted by private consultants.
- Assist in awareness campaigns and public relations initiatives regarding assigned projects.
- Develop schedules for project completion that effectively allocates the resources to the activities.
- Review project schedules with management, stakeholders, and all other staff who will be affected by the project activities; revise the schedules as required.
- Ensure the project deliverables are on time, within budget and at the required level of quality.
- Determine the objectives and measures upon which the project will be evaluated at its completion.
- Prepare progress reports on assigned projects.

Knowledge, Skills & Abilities

- Proficient in the use of standard office computer equipment and software applications including word processing, spreadsheets, database, project management.
- Knowledge of operations and practices of local government
- Strong analytical and research skills
- Strong written and oral communication skills to include public speaking and the ability to develop effective proposals and maintain accurate records and reports.
- Skill in technical background with understanding and/or hands-on experience in Information Technologies.
- Skill in the use of project management software to manage projects.
- Skill in written, verbal, electronic, and visual communications for effective expression and clarity.
- Skill in organization, prioritization, and time management.
- Ability to ascertain priorities and meet deadlines and objectives.
- Ability to analyze and interpret departmental functions, procedures, and policies.
- Ability to determine requirements, provide design and estimate costs for the proposed projects; to assess needs and benefits of projects for the benefit of the City.
- Ability to review project plans and specifications submitted by consultants for accuracy and workability and to apply knowledge and field experience in the most cost-effective way meeting program requirement.
- Ability to assess processes and operational performance and to make appropriate adjustments to maximize efficiencies, quality of output and operational performance.
- Ability to manage the technology, people working on the projects, ability to make changes in order to achieve goals, reach targets, and deliver the project on time and within budget.
- Ability to exercise judgment and discretion in applying and interpreting department rules, regulations, policies, and procedures.
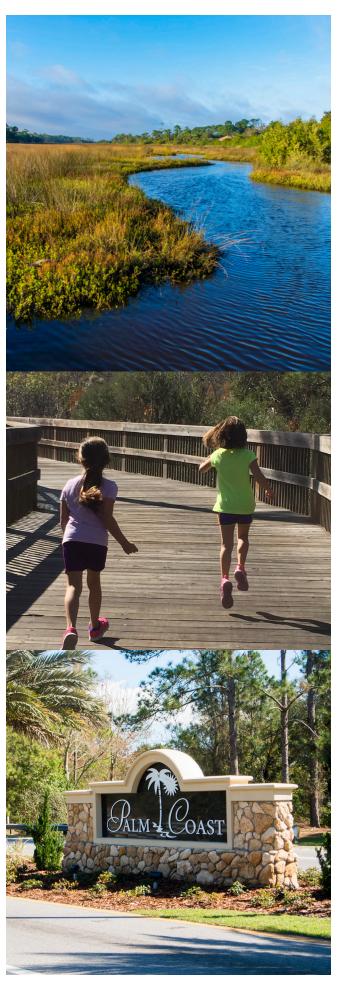
The Ideal Candidate

The ideal candidate for the IT Project Manager will have a good general knowledge of technology and systems to be able to determine which personnel may need to be included on a project. They should be able to create positive relationships with vendors and across departments.

Leading meetings, creating and giving presentations and interacting comfortable with executives should also be strong qualities.

The ability to find creative solutions to problems, communicate technical ideas to non-technical people, and to motivate through a positive attitude are also highly desired.

Compensation and Benefits

Hiring salary range is $67,011 - $75,965. The full salary range is $67,011 – $114,808. The starting salary will depend on qualifications and experience. Benefits are excellent. The City offers a retirement plan where the City contributes 10% of the salary towards a 401(a) plan. In addition, the City offers an additional match up to 2% with employee contribution towards a 457 plan. For more information, about the City's benefits, such as health/dental insurance, vacation and sick leave, and other insurance plans, please contact Human Resources at human_resources@palmcoastgov.com or (386) 986-3718.

How to Apply

Apply online through the City's website at www.palmcoastgov.com/employment/openings. Questions should be directed to Human Resources at human_resources@palmcoastgov.com or (386) 986-3718.

Confidentiality

Under the Florida Public Records Act, all applicants are subject to disclosure upon receipt. References are checked after the interview and selection process is completed.

The Process

Applications will be accepted until the position is filled. The City intends to conduct a comprehensive recruitment and selection process to ensure that not only a qualified candidate is selected, but also one who will complement the City's organizational culture.

Other Important Information

The City of Palm Coast is an Equal Opportunity Employer and encourages women, minorities, and veterans to apply. A veteran's preference will be awarded per Florida law.