SUMMARY
The Associate Project Manager (PM) is responsible for the successful delivery of small to medium scale unique projects at the Tennessee Department of Human Services (TDHS). The Associate PM manages projects, initiation through closeout, as assigned and within the parameters of cost, quality, schedule and objectives. The Associate PM will adopt the Project Management processes.

The Associate PM participates in the design, development and/or modifications of systems through analysis and/or identification of user's needs. The Associate PM assists Program and PM team to coordinate the implementation of new customer initiatives, as well as support existing applications. The Associate PM may assist in the preparation of documentation, workflow charts, data entry into Portfolio Management application, and project plans.

The Associate PM will work with a variety of stakeholders both internal and external. The Associate PM will assist with providing leadership and strategic thinking to support continuous process improvement to enhance effectiveness and efficiency within TDHS. The Associate PM provides project/administrative support to members of the PMO on other select projects.

PRINCIPAL DUTIES AND RESPONSIBILITIES
- Ability to coordinate external vendors, personnel from multiple areas, and information technology resources.
- Assists in the development and management of the processes and procedures associated with project deliverables.
- Communicates and presents information effectively to a wide variety of audiences.
- Coordinates with Program leaders to identify and incorporate specific programmatic and scope needs.
- Assists in the development of action plans to meet objectives, budget and schedule and tracks progress of each project against goals.
- Ensures project data integrity and documentation is accurate, timely and coordinated.
- Establishes and manages cross-functional relationships between the Program, key stakeholders, and team members to support effective teamwork and efficiency.
- Execute projects according to a determined timeline, methodology, scope, and budget.
- Facilitates project meetings.
- Implements communication plan for meetings and written reports including meeting minutes and status reports to keep customer and project resources informed.
- Leads project delivery resources/team (typically smaller team) providing project guidance and direction to achieve project goals.
- Maintain quality control throughout the project lifecycle.
- Performs various administrative and other related duties as assigned and required by the role.
- Prepares scope of work, project delivery resource requirements, cost estimate & budget, work plan schedule & milestones, quality control, and risk identification.
- Provides project management leadership for select projects.
- Maintains data repository for project documentation.

EDUCATION / EXPERIENCE
Meet minimum qualifications as discussed in job classification specifications.
Experience in the public sector is a plus as well as project management certifications.

**SKILLS**

Meet minimum qualifications as discussed in job classification specifications as well as the following.

- Ability to build trust and teamwork in difficult situations across all departmental boundaries.
- Ability to handle multiple tasks and meet deadlines.
- Ability to maintain professional composure in all situations.
- Ability to quickly and easily adapt to changing priorities.
- Accurately delivers information on time.
- Adept at working independently as well as part of a team.
- Knowledge of project management methodology.
- At least 1 year experience with one or more Issue/release tracking system.
- At least 2 years’ experience with project planning and execution.
- Demonstrated ability to be an effective communicator across multiple audiences and mediums (e.g. verbal, written, e-mail).
- Displays sense of urgency.
- Analytical and creative problem-solving skills.
- Customer service skills.
- Meeting facilitation skills.
- Excellent time management skills and organization skills.
- Flexible, collaborative, and team-oriented approach to getting things done.
- Intermediate level of proficiency in the use of Microsoft Office programs, specifically to create and maintain user friendly Excel budgets and PowerPoint presentations.
- Highly focused, organized, and detail-oriented.
- Intermediate skill level using Microsoft Office software, including Word, PowerPoint, Excel, Project, and Visio.
- Proven experience in Project planning and working closely with Product Management / Development / Design / QA in an Agile environment.
- Strong technical / functional understanding of project and portfolio management tools, such as Microsoft Project, SharePoint, and Planview.

**NOTATION**

We are interviewing for Project Manager – Senior, Project Manager – Intermediate, and Project Manager – Associate positions. In order to be considered for all three positions, you must apply for each one.

The State of TN is an Equal Opportunity Employer

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