

# Job Title: IT Project Manager Int

## Work for Indiana

Grow your career with the State of Indiana! With more than 50 executive branch agencies, the State of Indiana is a diverse workforce offering employees stimulating and challenging projects across a broad scope of career opportunities. As a State of Indiana employee, you impact the well-being of Indiana's communities every day.

At the State of Indiana, we don't just talk about diversity and inclusion – Our goal is to create a welcoming, accessible, and equitable workplace, with a workforce that is representative of the State of Indiana population. We are proud to be an equal opportunity employer.

### **About the Indiana Office of Technology (IOT):**

To provide cost-effective, secure, consistent, reliable enterprise-technology services to our partner agencies so that they can better serve our mutual customer, the Hoosier taxpayer. IOT will also act as the technology and solution enabler for the State, helping its partner agencies achieve business objectives and innovation.

### **Salary:**

The starting salary for this position may be commensurate with education and/or experience.

### **About the Job:**

The IT Project Manager Int manages, plans organizes and controls all operations and activities of small to medium information technology projects. The employee works in the Indiana Office of Technology State Agency and reports directly to the Project Success Center (PSC) Director. Employees may receive guidance from senior-level Project Manager(s). The Project Manager should be able to provide PM guidance to others.

### **A Day in the Life:**

The essential functions of this role are as follows:

- Manages small to medium level projects that involve multiple agencies, departments, divisions, and other state or contracted resources for the project;
- May oversee multiple projects to ensure proper management towards the successful conclusion;
- Creates and maintains project plans;
- Ensures that users and project team member's roles and responsibilities on the project are defined;
- Coordinates and monitors activities of all parties involved in the project to ensure the project are completed on time and within budget;
- Communicates project status to appropriate management and project stakeholders;
- Must be able to gather and communicate user requirements to technical teams;
- Ensures that user requirements, deliverables, and approvals are defined;
- Ensures the delivery of an outcome that meets users stated requirements;
- Creates Project Online sites from Project Request forms and coordinates and conducts project assessments;
- Creates and maintains a team atmosphere and work environment to promote project work productivity;
- Follows IOT's PSC Project Framework for managing projects;
- Coordinator for IOT Change Management Committee and Portfolio and Project Review Board (PPRB);
- Performs related work as assigned.

The job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Other duties, responsibilities, and activities may change or be assigned at any time. Reasonable accommodations may be made to enable individuals with disabilities to interview and to perform the essential functions of this role.

### **What You'll Need for Success:**

- Knowledge of project management, benefits analysis, risk management, funding, and estimation of resources;
- Knowledge of project management theories and practices and the ability to apply that knowledge;

- Knowledge of the information systems development life cycle, information technology, project tools and approaches to development and implementation;
- Familiarity with the business functional area under consideration for automation;
- Familiarity with Infrastructure and IT hardware components
- Ability to lead, encourage and influence others to perform;
- Ability to communicate effectively orally and in writing;
- Ability to direct diverse human resources.

**Supervisory Responsibilities/Direct Reports:**

This role does not provide direct supervision to direct reports.

**Benefits of Employment with the State of Indiana:**

The State of Indiana offers a comprehensive benefit package for full-time employees which includes:

- Three (3) medical plan options (including RX coverage) and vision/dental coverages
- Wellness program (offers premiums discount for the medical plan)
- Health savings account (includes bi-weekly state contribution)
- Deferred compensation account (similar to 401k plan) with employer match
- Two (2) fully-funded pension plan options
- Group life insurance
- Employee assistance program that allows for covered behavioral health visits
- Paid vacation, personal and sick time off
- Competitive leave policies covering a variety of employee needs
- 12 company paid holidays, 14 on election years
- Qualified employer for the Public Service Loan Forgiveness Program
- New Parent Leave
- Free Parking
- Free LinkedIn Learning

**Equal Employment Opportunity:**

The State of Indiana is an Equal Opportunity Employer.