**Class Summary**

The responsibilities of this classification include overseeing the day to day planning, direction, and coordination activities of an Enterprise Resource Program (ERP) comprised of multiple integrated technology and functional projects, and ensuring that the goals and objectives of the projects are accomplished. These projects are high profile information systems projects with strategic and enterprise-level impact on core King County operations and processes.

**Distinguishing Characteristics**

This is a single level classification. Incumbents in this class apply expert project managerial knowledge and experience to define, manage, and deliver multiple public sector IT projects which require integration of multiple information systems, coordinating the work of multiple project managers with multiple sub-projects. Positions allocated to this classification oversee the direction, coordination, and supervision of multiple project-related activities conducted by functional and technical staff, and led by multiple subordinate Project Managers. This classification will direct multiple subordinate Project Managers on program scope, schedule and budget, personnel staffing, and also act as the principal liaison with the County Administrative Officer, King County Executive and multi-layered governance bodies comprised of countywide elected and non-elected representatives. This classification is Term-Limited Temporary only.

This classification is distinguished from other Project Manager classifications as it is solely responsible for an ERP comprised of multiple and highly visible technology and functional projects, and has decision-making authority on all aspects of multiple projects to facilitate project progress and adherence to scope, schedule, budget and vision.

**Examples of Duties**

1. Lead, direct, and coordinate multiple project management teams in the design of the overall project, including the development of the project timelines and implementation plan.
2. Develop business practices, implement project management procedures and create the metrics for determining success and progress.
3. Identify and develop working relationships with affected constituencies at all levels; ensure that constituent representatives are kept appropriately informed of project activities and progress and are encouraged to participate as appropriate.
4. Advise process teams representing constituent needs regarding cross-functional considerations, workflow integration and coordination, and optimization of best practices.
5. Promote high-performance teamwork to assure timelines and quality of deliverables.
6. Provide and ensure communication with and between Project Managers and constituent management at critical points in the implementation of the project plan.
7. Identify, secure, and coordinate implementation of internal and external resources and expertise as appropriate to achieve project objectives.
8. Ensure that the project is proceeding according to timelines, meeting targets and expectations, and adhering to established operating parameters; negotiate changes in project resources as necessary to achieve objectives and timelines.
9. Ensure that the county has the capability to use and maintain the systems after they are delivered.
10. Oversee Project Managers responsible for the supervision of personnel, which includes work allocation, training, and problem resolution; evaluate performance and make recommendations for personnel actions; motivate employees to achieve peak productivity and performance.
11. Perform other duties as assigned.

**Knowledge/Skills**

Expert knowledge and demonstrated skill leading and managing multiple highly visible information technology projects which require integration of multiple information systems, coordinating the work of multiple project mangers with multiple sub-projects

Advanced knowledge and demonstrated experience in project management principles and techniques including project lifecycle and resource and budget allocation skills

Advanced knowledge and demonstrated experience in information systems techniques and principles including analysis, design, development, implementation, maintenance, documentation and training procedures and practices

Knowledge of relevant county operating systems, policies, and procedures

Knowledge of the principles and practices of management planning, organization and administration; knowledge of organization structure, staffing patterns, and job design

Advanced analytical, planning and organizational skills

Advanced interpersonal and written communication skills and ability to work effectively at all levels in a collaborative team environment

Skill in motivating others to initiate action to meet the goals and objectives of information technology projects

Skill in working with multiple complex, highly visible and political sensitive information technology projects including an ERP

Skill in organizing resources and establishing priorities

Skill in budget preparation and fiscal management

Skill in workflow analysis and management

Ability to identify and assess business needs and coordinate effective operating and systems solutions

Skill in working with a variety of individuals from diverse backgrounds

Ability to work independently and as a team member

Skill in using current office software programs including word processing, spreadsheet, database and email

**Licensing, Certification and Other Requirements**

Some licenses and/or certifications determined to be necessary to meet the business needs of the employing unit may be required.

Project Management Institute (PMI) certification in Project Management may be required.

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| **FLSA Designation** | Exempt (Executive) |
| **Service Status** | Career Service or Appointed |
| **EEO Code** |  |
| **Levels within same series** | None |
| **Class History** | Created 4/2005  Updated 1/2007 Changed format and font  Updated 12/2015 Updated template |