

**LAKE COUNTY  
POSITION DESCRIPTION**

**TITLE: PROJECT MANAGER – INFORMATION TECHNOLOGY**

**Summary**

The general function of the position is to perform complex work related to managing project execution of enterprise and information technology (IT) programs from original concept through post-implementation using professional project management standards/practices. This position is under general direction of the CIO and/or Deputy CIO, functioning independently.

To perform the job successfully, an individual must manage all aspects of projects and programs; monitor and manage project portfolios; establish a scalable and flexible project management methodology to foster consistent, effective, and efficient project execution; educate, train and coach others on project, program and portfolio management. Individual must facilitate and manage organizational change, manage risks, conduct financial analyses, establish and manage prioritization processes, facilitate/conduct business process design/redesign; effectively establish and manage relationships and stakeholder expectations; execute competitive selection processes for products or services, and manage vendor relationship and contracts.

**Education and other requirements**

Completion of a Bachelor's degree in business, technology or related field. Possess a minimum of 5 years of project/program/portfolio management experience demonstrating progressive responsibility. Project Management Institute designation preferred.

Candidate must possess excellent written and verbal communication skills, including presentation skills, with a variety of audiences. Possess excellent team-building, time management, prioritization and organizational skills. Knowledge of project/program/portfolio management methodology and strategy; adept at managing difficult and/or sensitive situations and functioning in a matrix environment; able to manage employees; possess excellent leadership skills; extensive knowledge of Microsoft Office products and Project Professional.