



Opening Date: 3/12/2020
Closing Date: Open Until Filled

Vacancy Announcement #56-20 Project Manager, Technology

SALARY: NEGOTIABLE

DC Residents Preferred

EVENTS DC

Engage, Excite, Entertain.

Events DC is the face of conventions, sports, entertainment and cultural events within our nation's capital. As the official convention and sports authority for the District of Columbia, Events DC leverages the beauty, history and diversity of the most powerful city in the world to attract and promote an extensive variety of events, resulting in amazing experiences for residents and visitors alike, and generating economic and community benefits for the city.

Our success comes by focusing on divisions that reflect three lines of business: Conventions and Meetings, Sports and Entertainment, and Special Events, where we make a range of strategic investments in the region's marquee sports, entertainment and cultural properties. Each division is driven by the desire to bring stellar events to Washington, DC by providing superior customer service to our clients and visitors.

SUMMARY DESCRIPTION

The ideal candidate is a results-driven professional with previous experience leading innovation initiatives and technology projects. This position provides oversight of projects including client communications, managing scope, schedule, cost, risk, and other measures. The Project Manager interacts with team members, partners & vendors to provide consistent communication and updates on project performance & schedules.

The right person will be self-motivated and adaptable. This position requires someone who wants their work to make a difference, is a fast learner, has an instinctive problem-solving mentality, and experience conceptualizing and creating out of the box solutions. The right person will look to champion advancement of new technology solutions to enhance and maximize client, employee and business value.

The Technology Project Manager will initially report into the Chief Technology Officer (CTO) and will work closely with internal staff and external partners and vendors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment.

- Serve as lead PM for all technology initiatives for the Technology Management Division (TMD).
- Develop business cases and assist senior management in obtaining appropriate approvals for proposed technology solutions.
- Determine the objectives and measures upon which the projects will be evaluated at its completion.

- Lead in the capturing and documentation of project requirements from key stakeholders.
- Create a detailed work plan which identifies and sequences the activities needed to successfully complete the project(s).
- Monitor project activities and identify any open issues/risks in each of the phases proactively. Maintain the issue list and prioritize issue resolution.
- Review the quality of the work completed with the project team on a regular basis to ensure that it meets the project standards.
- Assist consultants and individual teams in executing activities and producing deliverables.
- Drive the business readiness go-live and cutover plans.
- Prepare, update and communicate on project plans and status reports.
- Assist leadership in the preparation of monthly project key performance indicators. (KPIs)
- Evaluate the outcomes of the project(s) as established during the planning phase.
- Ensure high levels of client satisfaction.
- Engage with team members, industry-related stakeholders and strategic partners to assess trends and make recommendations on adoption of implemented technology solutions.

SKILLS, KNOWLEDGE AND ABILITIES

- Utilize industry best practices for effective project execution and management.
- Strong attention to detail and excellent written and verbal communication skills.
- Achievement oriented with exceptional ability to oversee complex projects, tight deadlines, as well manage full project life cycle.
- Ability to communicate effectively with professional-level staff and peers.
- Strong organizational skills and an ability to prioritize and complete simultaneous projects with minimal supervision.
- Experience working independently as well as within cross-functional teams in a collaborative, professional environment.
- Proficiency in Microsoft Office 365 (Word, Excel, PowerPoint)
- Experience with industry project management tools.

CORE COMPETENCIES

- Leadership
- Human Capital
- Strategic Thinking
- Operational Effectiveness
- Financial and Expense Management
- Organ

MINIMUM QUALIFICATIONS

- Five (5) years of experience in Project Management with proven success in delivering projects on time, on budget and in scope
- Five (5) years of experience in project management within an information technology environment.
- Successful track record of delivering on agreed-upon business objectives and performance on key metrics.
- Bachelor's Degree in Computer Information Systems, Business Administration, or a related field.

DESIRED QUALIFICATIONS

- Experience with ERP Implementation
- PMP Certification

REQUIREMENT

- All positions require candidates to successfully complete our background screening process

In an effort to protect our environment from paper waste all candidates must apply on-line on our website:

<http://careers.wcsa.com/employment/application.aspx>

Computers are available in the Labor and Contractor Office (Access Control) at 1116 7th Street NW
Monday – Tuesday and Friday – 7:00 a.m. – 11a.m.
Wednesday and Thursday – 8:30 a.m. – 3:00 p.m.

**Washington Convention & Sports Authority T/A Events DC
Human Resources Department
801 Mount Vernon Place, NW
Washington, DC 20001**

All candidates will be considered without regard to race, color, religion, sex, age, national origin, marital status, disability or sexual orientation.