

**MARYLAND GENERAL ASSEMBLY
DEPARTMENT OF LEGISLATIVE SERVICES**

RECRUITMENT NOTICE

Position(s): Information Technology Project Manager (Sr. Manager I)
Information Technology (IT) Office
Office of Operations and Support Services (OOSS)

Salary: \$100,000 to \$166,400 depending on experience and qualifications.

Application Deadline: September 27, 2023

Team Member Benefits: [Click Here to Learn More](#)

Position Description:

The IT project manager will establish a Project Management Office (PMO), and direct and coordinate the utilization of resources across departments of the project to reach targets. The IT project manager will ensure compliance with budget and other project requirements.

Principal Duties:

- Assisting in establishing a Project Management Office to oversee multiple projects.
- Liaising with stakeholders such as project personnel, vendors, and end-users regarding project requirements.
- Outlining, defining, and initiating the project.
- Implementing document control policies and documentation templates.
- Maintaining a good working knowledge of assigned component projects.
- Evaluating standards of component products.
- Monitoring project progress and implementing changes where necessary.
- Monitoring expenditures in accordance with the budget.
- Ensuring compliance with objectives, organizational policies, procedures, and standards.
- Compiling project reports and informing management regarding problems.
- Ensuring project complies with best practices, SOPs, PMO policies, and other policies.

Qualifications:

- Bachelor's degree
- PMP, Scrum Master, or similar certification.
- 6+ years of experience in a project management role.
- Thorough understanding of project management tools and fundamentals.
- Must be proficient in Microsoft Project.
- Good knowledge of Project Management Methodologies to include Agile, Waterfall, etc.
- Understanding of software development life cycle.
- Outstanding leadership, organizational, and time management skills.
- Outstanding verbal and written communication skills.
- Strong people skills.

To Apply:

Email Resume and Cover Letter to jobs@mlis.state.md.us and include code 15-23. The cover letter should state the reasons for interest in the position, any relevant experience, and availability to begin work.

The Department of Legislative Services is an equal employment opportunity employer and will not discriminate against any employee or applicant for employment in a manner that violates law, regulation, or legislative policy.