

Project Manager for Project Management Support Roles and Responsibilities

Project Management Support / 508 Compliance and SharePoint Lead

This individual's responsibility will be to provide primary client interface for determining client requirements and translating them into work packages:

- Communicates with client concerning progress. Must have strong interpersonal and client relationship skills.
- Provides oversight and leadership for communications, project and lifecycle management aspects of client operations in compliance with applicable internal control policies, requirements and standards.
- Develops, recommends, and helps to implement communications, project and lifecycle management methodologies, plans, standards and procedures.
- Formulates requirements to support business strategic needs and coordinates integration into client's operational plans and activities.
- Provides leadership for client organization's communications initiative, including 508 compliance, and project and lifecycle management. Responsible for integrating strategic plans and annual performance plans into the client organization's overall communications strategy.
- Operates as Deputy Program Manager to the Senior Program Manager; serves as Program Manager in his/ her absence.

This position has direct supervisory responsibilities. Will coordinate work activity of others as directed by program or group manager. May train new staff or provide technical guidance to lower level or support staff.

Proceeds under the general direction of program or site manager. Independently determines method of problem resolution. Uses own initiative and judgment to achieve desired ends. Work is reviewed upon completion for adequacy and results.

Must be able to develop solutions to problems using ingenuity and creativity. Candidate should have strong written and oral communication skills as well as experience in coordinating client activities

Background and Experience: (including education, skills, work activities)

Bachelor's degree, and 10+ years related experience and/or training in business analysis, project and lifecycle management, communications; or equivalent combination of education and experience.

Minimum Required:

Candidate must be experienced in, or have working knowledge of, various aspects of a federal environment, in particular working with communications, project, and lifecycle management strategies.

Candidate must be experienced in gathering client requirements, managing client expectations, and interacting with senior managers. Also, will require strong organizational and communication skills.

Candidate must be able to work with little supervision and direction and work directly with the client as required. Specific duties will include, but will not be limited to:

- Assessing the customer needs and determining the best implementation of the Section 508 compliance verification workflow process
- Developing , implementing and managing the workflow process to meet the strict criteria of Section 508 compliances
- Researching, recommending, and implementing best practices in project and lifecycle management
- Facilitating discovery of lifecycle management processes already used within organization

Desired:

PMI – certified Project Management Professional (PMP); experience with designing or developing and implementing a federal project or lifecycle management strategy.



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