

Project Manager Roles and Responsibilities

Project Management Support for Governance Activities

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 support for business and organizational management aspects of client operations in compliance with applicable internal control policies, requirements and standards.
- Develops, recommends, and helps to implement business and organizational management methodologies, plans, standards and procedures.
- Formulates requirements to support business strategic needs and coordinates integration into client's operational plans and activities.
- Provides support for client organization's business planning and process initiatives, and project and organizational management. Responsible for integrating strategic plans and annual performance plans into the client organization's overall business process strategy.

This position has no direct supervisory responsibilities. Will coordinate work activity of others as directed by program manager or team leader. May train new staff or provide technical guidance to lower level or support staff.

Proceeds under the general direction of program or site manager or team leader. 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 8+ years related experience and/or training in business analysis, organizational and lifecycle management; 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, business process, 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:

- Business process workflows, using a service delivery model (ITIL, MOF, etc.)
- Researching, recommending, and implementing best practices in communications and organizational 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. ITIL Certification.



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