

Job description

IT Project Manager

The Mississippi Department of Information Technology Services (ITS), Telecom Services Division is seeking qualified persons to fill the role of an IT Project Manager. Roles in this job family are accountable for the identification, analysis, planning, execution, and completion of projects for IT solutions of an IT team to ensure projects achieve their goals and meet pre-defined outcomes including contract and external vendor deliverables.

Key Responsibilities

- Defines systems scope, objectives, and functionality based on user input and understanding of business processes
- Manage complex projects including scheduling and facilitating meetings with stakeholders and managing timelines
- Provides proactive communication of project status, issues, and risks to team and stakeholders
- Oversees the development and deployment of various voice and data network technologies and processes in designated functional areas
- May be responsible for developing documentation and post-implementation training.
- Will be responsible for interfacing between vendor partners and internal groups consisting of billing, change management advisory board, etc.

Required Skills

- Critical thinking and Problem-solving: understands complex business issues and how to solve them through technology and collaboration
- Experience with public procurement processes including writing RFP specifications and evaluating responses
- Self-motivated learner: able to take input from various sources and compile that knowledge
- Team-oriented: works effectively and thrives as a member of various workgroups to bring greater value to the overall organization
- Excellent written and verbal communication including technical writing skills
- Ability to work with highly technical people
- Strong multitasking skills with the ability to move between multiple customers and projects with ease
- Strong customer service skills

Qualifications

Qualified candidates must have a bachelor's degree and seven (7) to ten (10) years of IT experience.

Benefits:

- Insurance: Health, Life, Dental, Vision, other supplementals.
- Paid Time Off/Holidays
- Retirement Plan
- Employee Assistance Program
- Hybrid Remote Work Policy for eligible employees

Job Type: Full-Time (8 AM to 5 PM, Monday-Friday)

Salary: \$73,673.08 - \$96,695.92 per year

Interested applicants should email their resume and/or a [State of Mississippi Application](#) to recruiting@its.ms.gov and include the position title in the email's Subject Line.