

Job Description

IT Project Manager II

The Mississippi Department of Information Technology Services (ITS) is seeking qualified persons to fill the role of an IT Project Manager II. This role requires a combination of technology acumen and an administrative or business background with strong attention to detail and an interest in planning and relationship management. This is administrative work, but the subject matter of this work is always technology.

Key Responsibilities

- **Project Management:**
 - Support the planning of complex technology-related projects.
 - Develop and maintain project plans and schedules, ensuring milestones are achieved on time.
 - Organize and facilitate meetings with internal and external stakeholders.
- **Project Coordination & Support:**
 - Assist in updating project plans, timelines, and task trackers.
 - Help coordinate project activities and follow up on action items.
 - Support documentation of scope, budget estimates, and resource needs
- **Stakeholder Support:**
 - Help schedule meetings and prepare communication materials for stakeholders.
 - Maintain contact lists and assist with onboarding logistics for new team members.
 - Support the preparation of regular updates and presentations for leadership.
- **Risk & Issue Tracking:**
 - Log and monitor risks and issues reported by project teams.
 - Assist in preparing summaries for escalation and review.
 - Help maintain risk registers and mitigation plans
- **Tool & Data Maintenance:**
 - Perform basic data hygiene tasks and ensure accuracy in project tracking tools.
 - Support user access requests and help troubleshoot tool-related issues
 - Support data extraction and validation tasks, ensuring accuracy and consistency across high-volume datasets
- **Budget & Resource Tracking:**
 - Collect and organize financial data to support budget tracking.
 - Help maintain staffing rosters and resource utilization reports.
- **Performance Reporting:**
 - Compile data for dashboards and assist in validating KPIs.
 - Support report distribution and help identify trends or variances.

- **Change Management Assistance:**
 - Help coordinate training sessions and user adoption activities.
 - Assist in preparing change communications and tracking feedback.
- **Team Collaboration & Communication:**
 - Schedule and facilitate team meetings and workshops.
 - Maintain shared documentation and communication channels.
 - Support recognition and engagement activities.
- **Process Improvement Participation:**
 - Contribute ideas for improving PMO processes and tools.
 - Document lessons learned and assist in updating procedures.
- **Compliance & Quality Support:**
 - Help ensure project documentation meets quality standards.
- **Communication and Reporting:**
 - Proactively communicate project status, issues, and risks to team members and stakeholders.
 - Ensure that all parties involved are informed and aligned throughout the project lifecycle.
 - Ensure projects are aligned with statewide strategic initiatives.
- **Vendor and Stakeholder Coordination:**
 - Serve as a point of contact between vendor partners as well as external and internal groups such as strategic planning committees and advisory boards.
 - Collaborate with vendor representatives to ensure project requirements are met and appropriate support is provided.
- **Tools**
 - ✓ High Level usage of Microsoft Office Products: TEAMS, WORD, Outlook, PowerPoint
 - ✓ MS Project
 - ✓ MS Excel
 - ✓ Smartsheet
 - ✓ Data analytic and database experience a plus
- **Required Skills**
 - ✓ The ability to multi-task and balance multiple projects while managing and meeting deadlines
 - ✓ Strong interpersonal skills
 - ✓ Customer service experience
 - ✓ Strong oral and written communication
 - ✓ Strong presentation skills
 - ✓ Ability to work effectively with a team.

Qualifications

Qualified persons should have a bachelor's degree and 6-10 years of experience

Benefits:

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

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

Salary: \$60,906.98 - \$83,138.02 per year

Interested applicants should email their resume to recruiting@its.ms.gov and include the position title in the email's Subject Line.