

# Project Manager- Technology

## Ohio Turnpike - Berea, OH

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The Ohio Turnpike & Infrastructure Commission is seeking an experienced individual to work as a Project Manager in our Technology Department at the Administration Building in Berea, OH. Please consider bringing your experience, talents, and goals to one of Northern Ohio's vital resources and join the future of transportation.

If you are interested, here's some of what we can offer you:

- Salary range \$72,252.96-\$87,708.40 annually
- Excellent pension and health care benefits
- Generous paid leaves
- Stability

### **Main Job Tasks:**

- Managing and coordinating multiple technology projects at all stages of project lifecycles as assigned with minimal support and supervision, including, but not limited to, identifying project opportunities, conducting research, documenting, planning, tracking and implementing technology projects.
- Manage project risks and dependencies and escalate tasks to project stakeholders in a timely manner.
- Work with the Chief Information Officer, Technology Team Leaders, Technology Staff, OTIC business units, Internal Task Forces and Vendors to develop appropriate project methodology plans and activities utilizing appropriate tasks, project management tools, resources, milestones, cost analysis and timelines to ensure project objectives are delivered on time and within budget.
- Managing the Technology Roadmap, including capturing status updates from the Technology team leaders and CIO.
- Maintain and create dashboards for the Technology team.
- Track and assist in the development of the Technology Standard Operating Procedures.
- Perform any other duties as may be assigned by the Chief Information Officer.

### **Worker Characteristics:**

- Must be self-motivated, proactive and a strong communicator.
- Knowledge of technology project management and planning methodologies to successfully deliver technology projects on time and on budget.
- Knowledge of project management software tools and programs to track project activities, milestones, resources, and progress.
- Ability to author and effectively communicate necessary project documentation to include the project charter, scope statement, meeting agenda and minutes, project management plans, work breakdown structures, network diagrams, risk management, and schedules.
- Ability to coordinate multiple project activities between all parties involved.
- Ability to comprehend a variety of project and technical material; define problems, collect data, establish facts, create action and project plans and assist with resolving technical and project issues.
- Be attentive to detail, develop system documentation, communicate verbally and in writing on complex technical and non-technical matters.
- Cooperate with co-workers on group projects; work with a wide diversity of individuals; establish effective working relationships and prioritize tasks without direct supervision.
- Flexibility to work with others in a wide variety of circumstances; work in a multi-tasking environment; The ability to effectively coordinate competing priorities and adapt to changing work priorities and work under time constraints.
- High regard for attention to detail; security and confidentiality of data files is of highest level of importance.

**Minimum Qualifications:**

- Bachelor's degree in Business, Information Systems, or related degree.
- A minimum of 3-5 years of experience successfully managing IT projects using a formal project life cycle methodology.
- Experience in dealing with stakeholders at all levels of an organization.
- Experience in vendor management.
- Strong familiarity and experience with project management, business intelligence and O365 software platforms.
- Experience in planning, managing, and conducting procurement activities.
- Exceptional interpersonal, oral, and written communication skills required.

**Application Process:**

Those interested may apply [HERE](#). This link will redirect you to the Online Application site.

**Applications will be received until position is filled.**

***The Ohio Turnpike & Infrastructure Commission provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.***