The Project Manager position is responsible for the planning, execution, and final implementation of complex public safety communication projects. Work will include the coordination of appropriate project team members (internal and external) in order to deliver a complete project according to plan. The Project Manager will also define the project’s objectives and oversee quality control throughout its life cycle. Ideal candidates for the position can demonstrate knowledge of public safety technologies and emergency communication systems to include:

- Computer Aided Dispatch system
- Mobile Data
- Next Generation 9-1-1 (NG9-1-1)
- Trunked Radio Systems

This position is within the Ada County Sheriff’s Office, Emergency Communications Bureau (ECB).

**DISTINGUISHING FEATURES OF THE CLASS:**

The Project Manager I assignments are well defined and of limited scope and technical complexity, using standard procedures and techniques. Guidance is readily available from other team members or management. Schedules, milestones, and priorities are usually provided by management.

The Project Manager II assignments are well defined and of moderate scope and technical complexity, where technical supervision provides an outline of the tasks to be performed and suggestions as to methods of approach and procedure to be followed. Guidance is readily available from other team members or management. Consults with team leader and/or management to develop schedules, milestones, and priorities.

The Project Manager III assignments are of a complex nature and require technical sophistication, including the generation and use of new techniques. Guidance is given in the form of general instructions on new assignments. Ensures that schedules, milestones, and priorities are compatible with other department goals and projects. May act as a team or project leader on smaller projects.

**ESSENTIAL FUNCTIONS**

**Project Manager I**

- Designs, plans, and coordinates work teams, develops project charter, work plans, schedule, and budgets, provides support to project team members, and relies on experience and judgment to plan and accomplish goals;

---

**Hiring Wage:** $70,000–$90,000 DOE.

**Status:** Full Time with Benefits

**Closing Date:** Monday, February 22, 2020

**Application Materials:** Apply online at [www.adacounty.id.gov/sheriff/careers](http://www.adacounty.id.gov/sheriff/careers)
• Manages personnel, assigns work, reviews and evaluates performance, counsels employees regarding programs, policies and procedures, resolves employee complaints, takes disciplinary action, interviews and hires employees, tracks time and coordinates schedules;
• Projects may be managed and executed as Waterfall, Agile, Scrum or combinations and variations thereof or other approved methods;
• An understanding of Project Management methodologies and practices;
• Ability to use knowledge, experience, and skillset to facilitate and develop an effective project plan for implementation and operationalization of the project;
• Understand basic project related calculations;
• The ability to disseminate this information to others within the project;
• Ability to analyze complex competing tasks and determine sequencing according to risk factors and priorities;
• Ability to forecast risk based on early response to new processes/products/responsibilities;
• Ability to produce and manage Gantt Chart tasks, timelines, project calendars, project resources;
• Cross-business problem solving and ability to create resolution processes;
• The ability to interact with executive leadership and convey technical options and opportunities;
• Ability to dissect technical goals and turn them into milestones understandable to all affected parties;
• Identify decision-making issues and key stakeholders, develop and implement strategies to encourage and obtain stakeholder and/or community awareness and support, and identify project partners;
• Experience developing and monitoring contracts;
• Experience working with government agencies would be advantageous but is not required.
• Excellent communication and interpersonal skills, demonstrated by building and influencing relationships with external stakeholders;

Project Manager II
• In addition to the above;
• Directs all phases of projects from inception through completion and develops required project reports and management status meetings;
• Participates in the negotiation of contracts and contract changes;
• Leads the preparation of proposals, business plans, proposal work statements and specifications, operating budgets and financial terms/conditions of contract. Acts as primary customer contact for project;
• Establishes milestones and monitors adherence to master plans and schedules;
• Identifies project problems and obtains solutions, such as allocation of resources or changing contractual specifications;
• Directs the work of assigned employees from technical and administrative areas;
• Perform basic start up and operator training on group products, including basic process training.

Project Manager III
• In addition to the above;
• Skilled at working in a complex and sometimes challenging environment where you must use finesse and stellar powers of persuasion to achieve successful outcomes
• Be a problem resolution expert
• Understand change management and how to guide key stakeholders into adopting new process, tools and compliance programs
• Lead large, complex projects to achieve strategic business objectives
• Direct cross-functional and/or cross-segment teams
• Solve unique and complex problems with broad impact on the business
• Translate highly complex concepts in ways that can be understood by a variety of audiences
• Influence senior leadership to adopt new ideas, products, and/or approaches
- Strong program management experience with accountability for plan development, financial tracking, issue/ risk remediation, and program reporting
- Defines Project success criteria, communicating that throughout the Project team Reviews deliverables prepared by the Project Team

**ADDITIONAL FUNCTIONS**
- Performs related functions as required.

**JOB REQUIREMENTS**

**Project Manager I**
- Bachelor’s degree in IT Management, Computer Science or related field or equivalent combination of education and experience;
- Two years Project Manager experience to include experience with the creation of measurement processes/methods for assessing progress toward goals and project outcomes;
- PMP / PRINCE II certification is a plus;
- Experience interpreting and explaining specialized or complex technical material into information usable by business stakeholders;
- Experience leading teams to successful solution implementations, dealing with team and organizational impediments, and coaching others in project methodologies;
- Skills and knowledge in the following areas: Programming languages, databases, operating systems, etc.
- Experience planning and implementing projects;
- Development of project charter, scope, goals, work plans, timelines, implementation strategies;
- Creation of measurement processes/methods for assessing progress toward goals and project outcomes.
- Solid aptitude across Microsoft Office Suite – especially Word, Excel, PowerPoint with Access;

**Project Manager II**
- In addition to the above;
- PMP / PRINCE II certification required;
- Five years Project Manager experience to include experience with the creation of measurement processes/methods for assessing progress toward goals and project outcomes;
- Five years of IT Applications Project Management experience in a large-scale enterprise environment;
- 3-5 years’ experience developing project scopes, maintaining schedules and overseeing project budgets;
- Experienced in planning resources across multiple projects;
- Experience identifying and communicating critical path and project deadlines;
- Strong communication and conflict resolution skills;
- Familiar with project life cycle;

**Project Manager III**
- In addition to the above:
- 10 years overall IT Project Management experience in a large enterprise environment OR 10+ years technical experience in one or more aspects of Business / Information Systems or Infrastructure or Security/Compliance areas:
  - 5+ years of experience with budget tracking and complex cost benefit analysis;
  - 5+ years’ work experience and strong understanding of distributed infrastructure technologies & architecture;
  - 3+ years overall experience and success building and managing relationships across a large enterprise & partners;
  - 5+ years of experience working all aspects of the System Development Life Cycle
  - 5+ years of experience scheduling and resourcing planning systems;
- Proficiency with various system development lifecycles such as waterfall, RUP, and Agile methods;
- Proficiency of both theoretical and practical aspects of project management including tools and techniques;
- Proficiency with planning, scheduling, and resource management systems;
• Familiarity with process engineering methodologies;
• Familiarity working with test plans and test cases;
• Knowledge of Client-Server Technologies and Network Operating Systems, Network architecture, configuration, and protocols.; Network Communications technology- TCP/IP, DNS, and Internet concepts

**OTHER REQUIREMENTS**

• Must possess and maintain a valid driver’s license;
• Must appear before an oral board and pass a polygraph exam and background investigation prior to hire;
• Must treat coworkers, users and the public with the utmost respect and regard for good public relations;
• Working hours are generally from 8:00 a.m. to 5:00 p.m., Monday through Friday, but may vary with the needs of the County and may include evening or weekend work in the event of serious systems problems.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS**

• Work is performed primarily in an office environment and the employee in this class is subject to inside environmental conditions;
• Requires sufficient personal mobility and physical reflexes, which permits the employee to function in a general office environment to accomplish tasks.

**DISCLAIMER**

To perform this job successfully, an individual must be able to perform the essential functions satisfactorily with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals in the job. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice. Ada County provides Veteran’s Preference for all County jobs except for those deemed "key positions" in accordance with Title 65, Chapter 5 of Idaho Code.