



King County

Invites Applications for the Position of:

IT Project Manager I (Term-Limited Temporary)

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King County is committed to equity and diversity in the workplace. In addition, the county is committed to recruiting and maintaining a quality workforce that shares our guiding principles: collaborative, service-oriented, results-focused, accountable, innovative, professional and fair and just.

OPENING DATE/TIME: 04/12/13 12:00 AM (GMT -8:00)

CLOSING DATE/TIME: 04/26/13 04:30 PM (GMT -8:00)

SALARY: \$81,536.00 - \$103,355.20 Annually

LOCATION: King County Courthouse - 516 3rd Ave, Seattle

JOB TYPE: Regular, Full time, 40 hrs/week

DIVISION: King County Sheriff's Office

JOB NUMBER: 2013JM03040

SUMMARY:

This is a Term-Limited Temporary position through December 2013 within the King County Sheriff's Office (KCSO).

King County Sheriff's Office's (KCSO) core business is Public Safety for unincorporated King County and our contract cities. KCSO is pursuing two major IT projects at this time. The first is replacing its current Records Management System (RMS) and Evidence Management System (EMS) with a commercial off the shelf application that integrates both into one RMS. The second is an effort to implement an enterprise solution for scheduling all employees within KCSO and integrating that solution to King County's PeopleSoft payroll system for feeding time and labor information for processing payroll. The scheduling project has already undergone an RFP and has selected Emerald City Software's ATLAS product for this implementation. Each of these projects is assigned a lead project manager, and while this position will be working primarily on the ATLAS project, some assistance to other projects may be required. ATLAS is an extensive and complex project and we are seeking candidates with broad IT implementation and project management experience. The successful candidate will be responsible for assisting all aspects of project management as assigned as well as assisting and coordinating closely with the lead IT Project Manager. The candidate's responsibilities include meeting facilitation, documentation, planning, business process analysis and change development, implementation and program development and/or coordination. The specific responsibilities of this recruitment include a broad background in all main areas of IT Project Management with particular experience in the phased

roll-out of complex software implementations.

Incumbents in this class apply substantial knowledge of Project Management, hardware, software, applications and other IT systems, as well as excellent written and verbal communication and skills.

WHO MAY APPLY: This position is open to King County employees and the general public.

WORK LOCATION: This position is located at the King County Courthouse in downtown Seattle; located at: 516 3rd Avenue, Seattle, WA 98104. Some travel throughout King County may be necessary.

FORMS AND MATERIALS REQUIRED:

- A. Government Jobs on-line application with completed Supplemental Questionnaire form. Alternative formats can be requested by calling 206-296-7586 or TTY Relay 711.
- B. A letter of interest (cover letter) detailing your background and describing how you meet or exceed the requirements.
- C. Resume

Applications that do not include a cover letter and resume are incomplete and will not be considered.

Please note that you can attach multiple documents, such as your resume and cover letter to your application. Your options are:

1. Copy and paste one or more documents into the text resume section of the application.
2. Attach multiple documents/files in the resume attachment section.

IMPORTANT NOTICE: All candidates who successfully meet the selection criteria and testing will be required to complete a comprehensive background investigation, and polygraph examination.

WORK SCHEDULE: Typical business work schedule is day shift, 40 hours per week, Monday through Friday. Additional hours and/or modified schedules may be necessary to respond to workload needs. This position is FLSA exempt and is not overtime eligible. Some executive leave days will be provided to compensate for overtime demands.

SELECTION PROCESS: Application materials will be reviewed to ensure that applicants meet the qualifications. Competitive applicants will be invited to an interview.

UNION MEMBERSHIP: This position will be represented by the Public Safety Employees Union.

RECRUITER: Contact Jessica Maeng with questions regarding this announcement at 206-263-2542 or by email at jessica.maeng@kingcounty.gov

JOB DUTIES:

- In partnership with the Lead Project Manager, manage and control day-to-day project activities, issues, risks, quality, and budget.
- Manage logistics, communication, coordination, and documentation of project efforts and focus areas; prioritize efforts according to business needs or values.
- Ensure project maintains compliance with all relevant State, Federal, local and King County laws, regulations, and governance.

- Perform business analysis, develop and document business change processes.
- Establish and manage methods to track, control, and report status of progress, acceptance criteria, and requirements; maintain auditable project files.
- Determine performance indicators and use evaluation findings to redirect the project or program in accordance with AGILE methodologies
- Monitor financial status of the program or project.
- Manage stakeholder relationships.
- May develop, negotiate, and review contracts associated with assigned projects.
- Perform other duties as assigned.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:**POSSES EXPERT KNOWLEDGE & SKILLS IN:**

- Knowledge of large organization business operations, strategic information requirements, and priorities
- Basic knowledge of information systems development, including analysis, design, implementation, maintenance, documentation and training procedures and practices
- Advanced knowledge of project management principles and techniques including advanced large-scale project management skills
- Knowledge of strategic planning principles and practices
- Analytical and conceptual skills
- Negotiation and conflict resolution skills
- Planning and organizational skills
- Excellent written and oral communication, group process, and facilitation skills
- Skill in business process analysis, evaluation, and change management
- Skill in handling multiple competing priorities
- Skill in organizing, planning, and executing projects
- Skill in working on multiple projects simultaneously
- Skill in synthesizing complex information and influencing decision makers
- Skill in delivering presentations to diverse audiences and conveying technical information to both technical and non-technical users
- Skill in working with a variety of individuals from diverse backgrounds
- Skill in leading multi-discipline work teams
- Skills in analysis and problem solving, budget analysis and policy analysis
- Skills in program evaluation, advocacy and promotion
- Knowledge of relevant software applications, products, tools and vendor packages

DESIRABLE QUALIFICATIONS

- Law enforcement background\experience
- Experience managing projects with government oversight requirements
- Relevant Project Management and\or information technology certifications

SUPPLEMENTAL INFORMATION:

NECESSARY SPECIAL REQUIREMENTS

Valid driver's license or an alternate and reliable ability to travel to various locations including those which may not be served by public transportation.

IMPORTANT: Your application must provide clear and detailed information on your relevant education, training and work experience and history. A completed application with responses to supplemental questionnaire, a resume and cover letter is required for this application process. A resume will not be accepted in lieu of a completed application. An incomplete or partially completed application may be rejected.

Your application materials must validate your answers to the supplemental questions. If your answers can not be validated, you will not proceed to the next steps of the selection process.

This selection process may include but is not limited to: evaluation of application materials and supplemental questions, testing, interviewing, and background investigation. The most competitive applicants will move forward in the selection and recruitment process.

Note: Online applications are preferred. However, if you cannot apply online, go to www.kingcounty.gov/jobs for other options.

If you need an accommodation in the recruitment process or an alternate format of this announcement, please inquire directly with the contact listed on the job announcement or the department's Human Resources Service Delivery Manager.

IT Project Manager I (Term-Limited Temporary) Supplemental Questionnaire

- * 1. The King County Sheriff's Office maintains a list of automatic disqualifiers for employment. This list can be accessed by clicking on this link [Automatic Disqualifiers](#). Please review the disqualifiers and respond to the following question before proceeding. Do you certify that based on your review of the automatic disqualifiers that you are qualified for employment with the King County Sheriff's Office?
- Yes
 No
- * 2. The background of all King County Sheriff's Office employees and applicants are thoroughly checked. The required background investigation will review and evaluate driving records, criminal records, employment histories, military records, personal and employment references, and related information. A polygraph examination is also required. Are you willing to undergo a background investigation and polygraph examination as part of the employment process?
- Yes
 No
- * 3. How many years of demonstrated experience managing IT projects?
- None
 Less than one year experience
 1-3 years experience
 3-5 years experience
 More than 5 years experience
- * 4. How many years of demonstrated experience do you have managing projects with government oversight requirements?
- None
 Less than one year experience
 1-3 years experience
 3-5 years experience
 More than 5 years experience
- * 5. How many years of experience do you have facilitating meetings?
- None
 Less than one year experience
 1-3 years experience
 3-5 years experience
 More than 5 years experience
- * 6. How many years of demonstrated experience do you have managing competing priorities and/or managing multiple projects?
- None
 Less than one year experience
 1-3 years experience
 3-5 years experience
 More than 5 years experience
- * 7. How many years of demonstrated experience coordinating work done by team, resolving team or unit disputes, and providing leadership to teams?
- None
 Less than one year experience
 1-3 years experience

- 3-5 years experience
 More than 5 years experience
- * 8. How many years of demonstrated experience do you have in working with law enforcement?
- None
 Less than one year experience
 1-3 years experience
 3-5 years experience
 More than 5 years experience
- * 9. How many years of demonstrated experience do you have with analysis and problem solving, budget analysis and policy analysis?
- None
 Less than one year experience
 1-3 years experience
 3-5 years experience
 More than 5 years experience
- * 10. How many years of demonstrated experience do you have developing project, meeting, training, or technical documentation?
- None
 Less than one year experience
 1-3 years experience
 3-5 years experience
 More than 5 years experience
- * 11. How many years of demonstrated experience do you have providing program evaluation, advocacy and promotion?
- None
 Less than one year experience
 1-3 years experience
 3-5 years experience
 More than 5 years experience
- * 12. How many years of demonstrated experience do you have in analyzing business processes and developing and documenting business process changes?
- None
 Less than one year experience
 1-3 years experience
 3-5 years experience
 More than 5 years experience
- * 13. How many years of demonstrated experience do you have making group presentations?
- None
 Less than one year experience
 1-3 years experience
 3-5 years experience
 More than 5 years experience
- * 14. How many years of demonstrated experience do you have tracking, evaluating, and testing system requirements?
- None
 Less than one year experience
 1-3 years experience

- 3-5 years experience
 - More than 5 years experience
- * 15. How many years of demonstrated experience do you have in managing stakeholder relationships for IT projects and implementations?
- None
 - Less than one year experience
 - 1-3 years experience
 - 3-5 years experience
 - More than 5 years experience
- * 16. How many years of demonstrated experience with facilitation and negotiation?
- None
 - Less than one year experience
 - 1-3 years experience
 - 3-5 years experience
 - More than 5 years experience
- * 17. Please describe your experience with monitoring and adjusting project priorities and/or requirements in order to maximize the project's ability to deliver value to its stakeholders?
- * 18. Please list any relevant certifications you have earned and if your certification is current or expired.
- * Required Question