



WASHINGTON STATE  
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Office of Financial Management  
Olympia, Washington

## NOW HIRING

Position open until filled.

Note: Interviews are expected to begin during the week of February 26, 2018 with a target hire date of March 16, 2018

# PROJECT MANAGER, ONE WASHINGTON

## EXEMPT RECRUITMENT

The Office of Financial Management (OFM) is a nonrepresented agency. If you have applied for previous openings at OFM and are interested in this position, please reapply.

*Special note: In accordance with WAC 357-19-195, employees who left classified service to accept exempt employment have the right to return to the highest class of position in which the employee previously held permanent status, or to a position of similar nature and salary, provided the employee was not terminated from an exempt position for gross misconduct or malfeasance.*

## SALARY AND BENEFITS

Salary range of consideration is \$78,144 - \$105,036 plus a competitive [benefits package](#) that includes paid vacation and sick leave; health, life, and disability insurance; retirement options; flexible work schedules; training opportunities; and leave for military service.

## PROCESS

The top candidates will be contacted directly to interview for this position. Because the selection will be based on information provided by you, it is in your best interest to identify the knowledge, skills, and abilities that address the mandatory and desirable qualifications described below.

### Interested applicants should submit the following:

1. A letter of interest describing specific qualifications.
2. A current resume detailing applicable experience, education and current salary.
3. A list of at least three professional references with current telephone numbers.
4. Personal Data sheet  
[www.ofm.wa.gov/jobs/datasheet.doc](http://www.ofm.wa.gov/jobs/datasheet.doc)



### Please send completed application packets by mail, fax or email to:

Office of Financial Management  
Employee Services  
PO Box 43113  
Olympia, WA 98504-3113  
Fax: 360-586-0051  
Email: [ofmhr@ofm.wa.gov](mailto:ofmhr@ofm.wa.gov)

## POSITION DESCRIPTION AND DUTIES

The Office of Financial Management's (OFM) mission is to support and improve government on behalf of all Washingtonians. Our vision of *Better Information, Better Decisions, Better Government, Better Washington* is pursued by providing leadership, direction, and information needed to progress from vision to action.

One Washington is a comprehensive business transformation program in OFM that supports the agency's mission and vision by seeking to modernize and improve the aging enterprise administrative systems, and other related business systems and processes.

This project management position supports the transformation of enterprise administrative/business systems and implementation of information technology solutions by leading/managing enterprise IT projects and delivering results using proven project management methodology. The incumbent in this position will be responsible for all aspects of projects over the entire project lifecycle (initiation through close), and interact with executives and high-level staff in OFM and other agencies. Duties include the following:

- Plan, organize, and oversee IT projects (first project Chart of Accounts).
  - Work with stakeholders, define project scope, budget, schedules, and deliverables.
  - Develop project work plans identifying all tasks necessary to complete project work streams.
  - Organize project work plans in a logical, efficient order.
  - Assign tasks to project team members, monitor status, and provide support, ensuring project tasks are completed and deadlines are met.
  - Collaborate and coach others to fully understand barriers/problems and help them develop solutions and/or countermeasures.
  - Conduct risk assessments and identify critical issues, mitigation strategies, and escalate as appropriate.
  - Reprioritize and/or adjust work plans for changing conditions.
  - Facilitate project team meetings and work sessions.
- Develop and use effective project controls.
  - Collaborate with One Washington Project Director/OFM Data & IT Assistant Director to determine needed project controls.
  - Design controls that provide appropriate, right-sized project management methods.
  - Communicate and market the use of control tools.
  - Ensure project controls are consistently used and the data/information is reasonably based on knowledge of the project.
- Communicate project status.
  - Prepare standard reports on status, scope, schedule, and budget.
  - Certify completion of project deliverables.
  - Communicate and collaborate with project contractors.
  - Participate in contract negotiations as necessary.

## QUALIFICATIONS AND CORE COMPETENCIES

### Required qualifications

- Bachelor's degree from an accredited college or university whose accreditation is recognized by the U.S. Department of Education and the Council for Higher Education Accreditation (CHEA);
- Certification on or formal training on project management tools and methodology;
- At least three years of project management experience with increasing responsibility (this experience must include projects with an information technology component);
- Demonstrated experience using project management processes and tools; and
- Experience with enterprise systems (Washington state Chart of Accounts and AFRS experience is preferred).

In addition, the ideal candidate for this position will have:

- An ability to apply project management methodology to projects with well-defined requirements and deliverables.
- Excellent communication skills.
- An ability to articulate the business value of project management processes.
- An ability to communicate technology or project management topics in business terms.
- An ability to work collaboratively with other project team members, stakeholders, and vendors.
- Effective listening skills.
- Creativity and flexibility.
- Excellent problem solving skills, using proven methods.
- Ability to work effectively with a wide variety of individuals.
- Ability to effectively prioritize project resources and tasks to the highest value work.
- Ability to effectively use computer tools including Word, Excel, PowerPoint, SharePoint, and Visio.
- Ability to effectively use project schedule and management computer tools.

*The Office of Financial Management is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, and ethnic, sexual orientation and gender identity diversity. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, and disabled and Vietnam-era veterans are encouraged to apply. Persons needing accommodation in the application process, or who wish to receive this job announcement in an alternative format, may call 360-725-0158 or the Telecommunications Device for the Deaf: 711 Relay.*