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# Senior Project Manager

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**Reports To:** General Manager

## **POSITION PURPOSE:**

The Senior Project Manager will manage project complexity from medium to large corporate project solutions. This includes estimating, scheduling, coordinating, assigning resources, ensuring that project funding is secured, and assisting in recommending business solutions/alternatives for projects, assessing, managing program risks, issues, escalating and problem resolutions according to the process for the life cycle of the project. In addition, the Senior Project Manager will be expected to manage project scope, project budgeting and cost reporting, and ensuring the completion of the release while meeting quality, schedule and cost objectives using the organization's standard processes. The Senior Project Manager will act as project liaison between partners, client organizations and leadership.

## **RESPONSIBILITIES - ESSENTIAL JOB FUNCTIONS:**

1. Demonstrates the company's corporate values.
2. Responsible for front line contact with client representatives on all project related issues for entire life cycle for medium to large corporate projects.
3. Responsible in managing overall implementation lifecycle of a project and its resources.
4. Prepare project scope and develop project plans, define resource loading, skill requirements, tracking milestones and metrics.
5. Responsible for managing the project budget including managing of forecasts against actual, travel and expenses, and collection of receivables.
6. Develop new systems exhibiting proficiency in each phase of the systems development life cycle.
7. Perform a wide variety of technical, architecture, and non-technical tasks.
8. Provide consultation on complex projects and be considered a top level contributor/specialist.
9. Coach and mentor resources through the project life cycle. May be responsible for leading a group of 2-50 people.
10. Manage the project management responsibilities between multiple projects.

11. Work with business users to solve business issues and identify opportunities for improved business solutions.
12. Persuades others to reverse negative attitudes/behaviors. Maximizes strengths/minimizes limitations. Consolidates varied viewpoints/positions.
13. Updates Skyline's executive management team on a regular basis.
14. Work as a liaison between the client, business analyst, developers, and the executive management in delivering and communicating the desired client expectations.
15. Implement collaboration/document management solutions, specific knowledge of Microsoft SharePoint (and other related MS products) is strongly desired.
16. Ability to train and mentor mainstream IS concepts, technologies, and methodologies. Firsthand experience in the development of a scalable deployment methodology for an enterprise collaboration service.
17. Perform various administrative tasks including status reports, time recording, etc.
18. Perform any special duties as assigned by the supervisor.

#### **RESPONSIBILITIES - SUPPLEMENTAL JOB FUNCTIONS:**

Maintains knowledge of current trend and developments in the field by reading appropriate books, journals and other literature and attending related conferences and seminars.

#### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

1. Minimum of an Associate's degree in Information Systems or other related technical discipline plus 4 years of project management experience. Experience working in a consulting company is a plus. Microsoft Certification a plus.
2. Minimum of 3 years application development experience desired.
3. Minimum of one technology-related certification preferred. (i.e. Microsoft Project Management Professional)
4. Exceptional analytical and problem solving skills required.
5. Effective oral and written communication and organization skills. Ability to balance multiple projects while remaining focused on the needs of end users, clients and the Project Manager.
6. Ability to work independently or as a member of a team of technical professionals.
7. Proficient programming, algorithm, data structure and object-oriented programming & methodology experience.
8. Experience in programming utilizing C#, VB.NET, ASP.NET or equivalent languages.
9. Knowledge of SQL databases, XML & Web Services.

10. Knowledge in data modeling.

11. Desire for continued education and certification as it relates to the position.

**EQUIPMENT TO BE USED:**

Must be able to operate personal computer, laptop and other standard office machines such as fax, copy machine, calculator, telephone, etc.

**TYPICAL PHYSICAL DEMANDS:**

Requires sitting, standing, bending and reaching. Requires eye-hand coordination and manual dexterity sufficient to operate a computer and standard office equipment. Requires hearing within normal range and vision correctable to 20/20 to read communications, reports and computer terminals. Must have a valid driver's license in order to attend company-related meetings in the area and out of town.

**TYPICAL MENTAL DEMANDS:**

Must be able to analyze many variables and choose the most effective course of action for the organization at any given point in time. Must be able to communicate and provide verbal feedback in a professional manner. Must be able to analyze causes of interpersonal conflicts and resolve complex communications issues. Must be able to resolve problems, handle conflict, and make effective decisions in the absence of the Project Manager. Ability to give, receive and analyze information, formulate work plans, prepare written materials, and articulate goals and action plans. Must handle novel and diverse work problems on a daily basis. Must be able to perform arithmetic calculations involving fractions, decimals and percentages.

***The information contained in this job description is intended to describe the essential job functions required of those assigned to this job. It is not intended to be an exhaustive list of all accountabilities, activities, skills and knowledge needed to perform the job. Please note that the job functions are reviewed periodically and are subject to change based on the business needs of the company.***

**APPROVALS:**

\_\_\_\_\_  
General Manager/Chief Operating Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resource Manager

\_\_\_\_\_  
Date

**ACKNOWLEDGEMENT:**

The Associate acknowledges by their signature below that they have read the foregoing and accept the job specifications as detailed in this document.

\_\_\_\_\_  
Associate Signature

\_\_\_\_\_  
Date