



IT PROJECT MANAGER (EDP OFFICE AUTOMATION SPECIALIST II)

County of Santa Barbara
Information and Communications Technology Division

Salary

\$3,610.40 - \$4,407.60 Biweekly

\$93,870.31 - \$114,597.50 Annually

Plus additional cash allowance \$236.51 bi-weekly (\$6,149.26 annually)

Standby & overtime pay when applicable

DOE / DOQ

The County of Santa Barbara is hiring an IT Project Manager in the Information and Communications Technology (ICT) Division of General Services.

THE COUNTY

Santa Barbara County government is a service-oriented organization with an approximate \$1103.9 million budget, 22 departments, and a workforce of approximately 4,167 employees dedicated to providing quality services to a diverse population of 448,150. The region is one of the most beautiful areas in California. The County of Santa Barbara hugs the southern California coastline and is 100 miles northwest of Los Angeles and adjacent to San Luis Obispo and Ventura counties. The County has 110 miles of coastline and, one-third of our County includes the Los Padres National Forest. The County is well-known for its mild climate, picturesque coastline, scenic mountains and numerous parks and beaches and is *a great place to work, live and play.*

THE DEPARTMENT

General Services provides a full range of services, guidance and expertise that enables County government to deliver public services effectively. Our services include County Architect, Facility Maintenance, Purchasing, Real Estate Services, Risk management, Vehicle Operations, and Information and Communications Technology.

Information and Communications Technology (ICT) is a Division within the Department of General Services and is responsible for defining and developing IT infrastructure systems to satisfy specified requirements of users and/or applications within our County's 22 Departments. Our division is responsible for the continuous lifecycle of the Information Technology Solutions from deployment and management, to replacement. We are passionate about serving the public and making a difference in the lives of those we serve. *Our clients (Departments we serve) meet the needs of protecting and serving people in our community and we desire our employees mirror that passion and commitment to those we serve.*

Information Technology Project Manager

This position reports to the ICT Portfolio Manager and is a strong functional IT generalist with a good understanding of current information technology terms and trends, as well as applications, network administration, systems, and security. The role of the IT Project Manager is to plan, execute, and finalize projects according to strict deadlines and within budget. This includes acquiring resources and coordinating the efforts of ICT team members, departmental customers, and third-party contractors or consultants in order to deliver projects according to plan. We are looking for someone who is comfortable moving in and out of technical teams while maintaining relationships.

Job duties also include:

- Leads a matrixed project team in executing assigned tasks and coordinating the efforts of internal and external project team members.

- Manage multiple departmental and enterprise level project schedules, resources, and budgets using County standard tools and techniques
- Coordinates engagement of subject matter experts in the business segment to assist in the identification, validation, and resolution of business system needs.
- Acts as the liaison between project team members and Management to ensure that expectations and objectives are clearly understood by all parties, and to communicate project information including the status of deliverables, scope changes, and issues.
- Proactively evaluates project activities, builds contingency plans, executes corrective action, and monitors issue resolution to mitigate risks such as scope and/or budget variances.
- Communicate project expectations to team members and stakeholders in a timely and clear fashion
- Set and continually manage project expectations with team members and other stakeholders
- Define project success criteria and disseminate them to involved parties throughout project life cycle
- Conduct project post mortems and create a recommendations report in order to identify successful and unsuccessful project elements
- Draft and submit budget proposals, and recommend subsequent budget changes where necessary

The scope of technologies includes but is not limited to Microsoft Project, Smartsheets, and the Microsoft Office suite of products.

THE IDEAL CANDIDATE(S)

You will be a seasoned professional with strong communications skills, significant professional experience in your area of expertise specific to a complex government environment, and leadership experience that includes providing instruction, motivating and mentoring others, and successfully building relationships.

In your resume and/or cover letter, please be sure to describe your experience in:

- **Project Management Experience:** managing, directing and planning one complex or multiple less complex projects; and your role relevant to managing/designing the project: scope, customer relations, timelines, budgets, work plans, tools, etc.
- **Team Leader Experience:** providing instruction to others in a group setting, managing a team to keep project on track, motivating teams to produce results, success using interpersonal skills to build relationships and counter challenges.

Highly Desirable:

- Certification in:
 - PMP, PRINCE2, ITIL (IT Project Manager)
- BA or BS degree with emphasis in computer science, or information technology

Employment Standards:

- Four years of experience that included analyzing, designing, testing, and implementing enterprise-wide software and hardware on a large scale, including two years of direct experience with a large wide area network; **or**,
- Two years of experience performing duties equivalent to those of an EDP Office Automation Specialist I with Santa Barbara County; **or**,
- A combination of training, education, and experience that is equivalent to one of the employment standards listed above and that provides the required knowledge and abilities.

SALARY: \$93,870.31 - \$114,597.50 DOE/DOQ annually plus additional annual cash allowance of \$6,149.26. Standby & overtime pay when applicable. A great benefits package is also included, please see the application link for more details.

HOW TO APPLY: *Apply immediately for first consideration*; this recruitment will remain open until filled, or until the County has received enough qualified candidates, so apply ASAP to be considered.

Complete a County application *and attach your resume and cover letter at:*

<https://www.governmentjobs.com/careers/sbcounty/jobs/2166666/it-architects?keywords=it%20architects&pagetype=jobOpportunitiesJobs>

This is a short application process which should take approximately 15 minutes to complete.

Please note: this application is for multiple positions, please use the drop-down menu to select which position(s) you are interested in.

Questions? Contact your recruiter, Wendi Brown at 541-664-0376, 866-929-9227 (toll free), or email wendi@wbrowncreative.com

Selection Process: *Apply immediately for first consideration.*

1. This recruitment will remain open until all positions have been filled, or until the County has received enough qualified candidates.
2. Candidates who meet the employment standards/minimum qualifications will be matched to the ideal candidate statement and given a score from 70 to 90, which will determine their ranking on the employment list. For those referred in the selection process, other interview processes will be conducted which may include a phone screen.
3. Once a conditional offer of employment has been made, candidate will be required to successfully complete a background check, which may include a conviction history check, satisfactory reference checks and/or a LiveScan. Appointee will be subject to a post-offer medical evaluation or examination. The appointee must complete a probationary period.

THE COUNTY OF SANTA BARBARA IS AN EQUAL OPPORTUNITY EMPLOYER