

## PMO DIRECTOR

### JOB ANNOUNCEMENT

#### DEPARTMENT OF INNOVATION AND TECHNOLOGY

**Number of Positions: 1**

**Annual Salary: \$110,088.00**

The PMO Director will be responsible for timely and successful delivery of the Department of Innovation & Technology's portfolio of projects, and oversees portfolio management, project management, and business relationship management. The PMO Director collaborates with DoIT's senior management and business partners to develop/maintain strategic plans and operational processes. In addition to day-to-day management of people and projects, the Director will be expected to think strategically and participate in long-term planning efforts to improve delivery models, monitoring tools, support metrics, and overall product(s) quality.

#### **ESSENTIAL DUTIES**

- Supports IT planning and strategy by working with IT and business leadership to identify and prioritize projects
- Oversees the full portfolio of technology projects and initiatives to ensure they align with that strategy and support IT's long-term goals
- Leads a team of more than 10 project managers; developing, mentoring, and supporting talent development in the PMO area
- Manages PMO capacity and assignments
- Assists project managers with issue resolution, risk management, and mitigation activities, and escalation
- Developing and maintaining project management standards, practices, and methodologies
- Provides oversight for IT projects to ensure they are on track and meet required goals
- Ensures projects are budgeted, defined, tracked, and executed in a consistent and effective way that will maximize project success and drive business growth
- Reports status, performance, and financial health to IT and business leadership
- Leads continuous improvement and process optimization with technical delivery teams
- Negotiates with and manages performance of external vendors
- Provides direction and leadership to DoIT's Business Relationship Managers and ensures alignment between business and IT strategy goals
- Drives innovative processes to keep pace with the emergency technology landscape

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

#### **THIS POSITION IS SHAKMAN EXEMPT**

#### **MINIMUM QUALIFICATIONS**

- Graduation from an accredited college or university with a Bachelor's degree in Computer Science, Information Technology/Systems, Business Administration, or a directly related field plus five years of information technology experience of which at least two years is in a supervisory role related to the responsibilities of the position, or an equivalent combination of education, training, and experience

- Applicable professional licenses or certifications relative to the specific responsibilities of the position are appreciated

**Evaluation:** Your initial evaluation will be based on information provided on the application form and documents submitted with the application. Applications must be submitted by the individual applicant. No second party applicants will be accepted.

**Residency Requirement:** An employee must be an actual resident of the City of Chicago. Proof of residency will be required at the time of employment.

If you would like to request a reasonable accommodation due to disability or pregnancy in order to participate in the application process, please contact the City of Chicago, Department of Human Resources, at (312) 744-4976 (voice) or (312) 744-5035 (TTY). Please be prepared to provide information in support of your reasonable accommodation request.

**The City of Chicago is an Equal Employment Opportunity and Military Friendly Employer.**

ALL INTERESTED APPLICATIONS SHOULD SUBMIT A RESUME TO:

**[doithr@cityofchicago.org](mailto:doithr@cityofchicago.org)**