

Job Title:	Project Manager
Requisition Number:	JO-1510-3640
Grade:	13
Salary Range:	\$76,397.00 - \$98,429.00
Promotion Potential:	No
Agency:	Disability Services
Location:	1125 15th St NW
Area of Consideration:	Agency Only
Opening/Closing Date:	10/2/2015 - 10/9/2015
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**PROJECT MANAGER**

CS-0301-13

\$76,397 - \$98,429

This position is not in a collective bargaining unit.

Job Summary

If you like to stay busy and immersed in cultural activities, then Washington, DC is the place to be! Museums, restaurants, great climate, green space and job opportunities are among the many positives of living in the Nation's Capital. Not to mention the residents of the District of Columbia are highly educated and the region has some of the best schools in the country. Each day the District of Columbia continues to be ranked in the top 10 of thriving city indicators where you can live, work and play.

This position is located in the Department on Disability Services, Developmental Disabilities Administration (DDA). The purpose of the position is to develop and support the performance management of DDA in all facets of its work including new initiatives or projects. The incumbent will coordinate with staff involved in data analysis and the business units within DDA including Service Coordination and Planning, Waiver and Benefits Management and Management. **MAJOR DUTIES**

Plans and executes project work plans and revises as appropriate to meet changing needs and requirements. Develops plans and schedules, estimates resources required, assigns individual responsibilities, defines milestones and deliverables, monitors activities, and evaluates and reports on accomplishments. Identifies alternative solutions to unique business problems in assigned projects, integrates the work of others as a team or project; and predicts future environments or the impact on future processes.

Manages the day-to-day operational aspects of a project and scope. Monitors and reports on progress of the project to all stakeholders. Presents reports defining project progress, problems and solutions. Implements and manages project changes and interventions to achieve project outputs. Reviews deliverables prepared by the team before presenting to management. Leads presentations, gains approval of proposals for new initiatives, and provides effective project management assistance.

Provides oversight on all Memoranda of Agreement (MOA) implementations with Department of Behavioral Health, the Child and Family Services Agency, Maryland Developmental Disabilities Administration and other agencies to insure DDA is meeting all interagency obligations. Supports the work of the Service Planning and Coordination Division and the managers in the Waiver and Benefits Unit and the Quality Management Division in identifying business needs, assessing options and implementing proposed solutions. Performs other duties as assigned.

Qualifications

Applicant must have one (1) year of Specialized Experience at the next lower-grade level. Experience that equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position, and that is typically in or related to developing and supporting the performance management of DDA in all facets of its work including new initiatives or projects.

Specialized experience that includes: Assessing the productivity, effectiveness, and efficiency of performance management of the Administration and to analyze and resolve problems in the staffing, effectiveness and efficiency of administrative support and staff activities.

Education

Minimum requirement: A high school diploma; education and work experience considered. A bachelor's degree in a related area preferred.

Non-Union

This position is not in a collective bargaining unit.

Work Experience

Ability to apply critical thinking and problem solving skills.

Ability to formulate a wide variety of recommendations concurrent with the Administration's efforts to resolve significant issues.

Experience with Microsoft Office, including Excel, Word, and Access, and PowerPoint sufficient to perform data analysis.

Licensures, Certifications and other requirements

None-Office equipment (e.g., computer, copier) - "Typical office equipment (e.g., computer, copier), A/V equipment"

Work Environment

The work is primarily sedentary, although some slight physical effort may be required. Assignments may involve visits to work sites, and require periods of standing, bending, walking and stooping to observe and study work operations

Work is typically performed in an adequately lighted, heated and ventilated controlled office. Assignments may require occasional travel, visits to work sites, and involve moderate risks or discomforts.