

Job Description

IT Project Manager I

The Mississippi Department of Information Technology Services (ITS) is seeking qualified persons to fill the role of an IT Project Manager I (Business Relationship Manager/Planner). This role requires a combination of technology acumen and an administrative or business background with strong attention to detail and an interest in planning and relationship management. This is administrative work, but the subject matter of this work is always technology.

Key Responsibilities

- **Project Management:**
 - Support the planning of complex technology-related projects.
 - Maintain project plans and schedules, ensuring milestones are achieved on time.
 - Organize and facilitate meetings with internal and external stakeholders.
- **Communication and Reporting:**
 - Proactively communicate project status, issues, and risks to team members and stakeholders.
 - Ensure that all parties involved are informed and aligned throughout the project lifecycle.
 - Ensure projects are in alignment with statewide strategic initiatives.
- **Vendor and Stakeholder Coordination:**
 - Serve as a point of contact between vendor partners as well as external and internal groups such as strategic planning committees and advisory boards.
 - Collaborate with vendor representatives to ensure project requirements are met and appropriate support is provided.

Required Skills

- The ability to multi-task and balance multiple projects while managing and meeting deadlines
- Strong interpersonal skills
- Customer service experience
- Strong oral and written communication
- Strong presentation skills

- Ability to work effectively with a team.

Qualifications

Qualified persons should have a bachelor's degree and 4-7 years of experience

Benefits:

- Insurance: Health, Life, Dental, Vision, other supplementals.
- Paid Time Off/Holidays
- Retirement Plan
- Employee Assistance Program
- Remote Work Policy for eligible employees

Job Type: Full-Time (8 AM to 5 PM, Monday-Friday)

Salary: \$44,954.11 - \$61,362.36 per year

Interested applicants should email their resume and/or a State of Mississippi Application to recruiting@its.ms.gov and include the position title in the email's Subject Line.