



City of Jarrell

161 Town Center Blvd

Jarrell, TX 76537

512-746-4593

www.cityofjarrell.com

Project Management Specialist Position Available at The City of Jarrell

The City of Jarrell is seeking applications for a Project Management Specialist to Analyze and coordinate the schedule, timeline, procurement, staffing, and budget of a product or service on a per project basis. Lead and guide the work of technical staff. May serve as a point of contact for the client or customer.

This position will report to the City Manager. The City has a policy of contracting many of the external functions to the private sector as well as infrastructure implementation. This person must be able to participate in review of Private-Public Partnership documents. This position will provide financial performance documents and recommendations for review.

Experience and Education

- BA/BS in Information Technology, Computer Science, Business, Engineering or equivalent degree or experience
- 5+ years of experience managing application projects/programs
 - Prior experience in managing City projects desired
 - Knowledgeable about government and public sector operations and technologies
- Experience as a project manager in a public sector environment.
- Experience operating autonomously and leading efforts across multiple teams and functions, with stakeholders
- Ability to communicate technical concerns and considerations to non-technical stakeholders
- Skilled in conceptualizing creative solutions, as well as documenting them and presenting/selling them to senior management as required.
- Resource planning, scheduling, and tracking skills
- Proven to have excellent communication skills (oral and written) and building strong relationships with stakeholders and teams
- Project/program budget management and tracking expertise

Job Responsibilities:

- Involved in all aspects of the project life cycle, from ideation through the requirements analysis, design, implementation, and operations handover.
- Solves for business problems - understands the WHY and drives the conversation with appropriate stakeholders and / or solution providers to focus on business requirement
- Organize executive summaries for updates of critical projects, pro-actively communicate with leadership and key stakeholders the team's plans, progress, results, and resource needs for projects / program assigned
- Work with key project stakeholders to ensure effective coordination of activities and/or deliverables across functions
- Participate in key operational activities such as budget planning process, project and portfolio upkeep and vendor contract reviews
- Any other tasks as may be assigned by City Manager.



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Salary/Benefits: The pay range is \$45,223.00 to \$90,447.00 annually; and will depend upon experience and qualifications of the successful candidate. The City offers Medical, Life Insurance, 401K Retirement plan, Paid Time Off and 11 Holidays during the calendar year. Paid training and growth advancement opportunities are available.

Please see www.cityofjarrell.com for an Application for Employment and return to Jarrell City Hall, 161 Town Center Blvd., Jarrell Texas 76537, ATTN: Dianne Peace in person, by mail or email to Dianne Peace, City Secretary at d.peace@cityofjarrell.com

Open until filled. For any questions, please contact Dianne Peace at (512) 746-4593, ext. 121.