

POSITION ANNOUNCEMENT
TENNESSEE DEPARTMENT OF HEALTH
Project Manager Intermediate
Information Technology Services Division

The Mission of the Tennessee Department of Health (TDH) is: Protect, promote and improve the health and prosperity of people in Tennessee. The Department serves over 6.45 million Tennesseans, along with those who visit our state, are touched directly or indirectly by TDH operations. One in five, some 1.4 million people, are directly served each year through a network of 89 rural and six metropolitan county health departments, while others are impacted by inspections of restaurants, healthcare and related facilities; registration or receipt of vital records; protection from communicable illness; licensing of health professionals; specialized laboratory testing and other many other services and programs.

Job Responsibilities:

The Project Manager Intermediate position reports directly to the Project Director in the Project Management Office (PMO), Information Technology Services Division (ITSD).

- Responsible for effective project kickoff, identification of all project stakeholders, defining and clarifying project roles and responsibilities, producing a communication plan and publishing the implementation plan. Works with all stakeholders to identify and confirm resource availability throughout the project lifecycle.
- Schedules steering committee meetings and documents the meetings. Conducts regular project reviews and accurately communicates the status of projects in both formal and informal settings throughout project lifecycle.
- Uses MS Project to build detailed, effort-driven project schedules. Detailed tasks include developing/managing/maintaining comprehensive, accurate project plans and schedules, project cost, as well as performing estimation, forecasting, planning, analysis, issue/risk/change management, escalation management, and meeting facilitation.
- Builds and maintains relationships with Department of Health Leadership/project sponsors, channel leads, product owners, technical team leads, technical and non-technical teams.

Minimum Qualifications:

Minimum Qualifications: Graduation from an accredited college or university with a bachelor's degree and two years of professional level experience in any one of the following areas: (1) systematic analysis of overall work processes for business or information systems, or (2) project management.

The ideal candidate would have in addition to the minimum qualifications:

- Strong understanding of computer technologies
- Ability to anticipate, identify and overcome the technical risks involved with software product development
- Strong interpersonal skills
- Strong leadership and communication skills
- Agile/Scrum project experience
- Strong understanding of SharePoint 2013 and PlanView Management System
- Exceptional skills at report writing and making technical presentations

This is an executive service position reporting to the Project Director in the PMO. Interested applicants should send a resume to Carole Sumner (Carole.Sumner@TN.gov). The State of Tennessee is an equal opportunity, equal access, affirmative action employer.