

Location: Can work anywhere in the U.S.

Candidates can contact Melissa Wetzel directly at melissa.wetzel@mbakerintl.com.

Summary

Michael Baker International is a national leader in technology solutions supporting clients in local, state, and national government to solve complex problems with advanced technologies for the 21st century. DATAMARK, our Public Safety GIS team, consists of a skilled group of subject matter experts in Public Safety and GIS whose mission is to provide the necessary education, fact-finding, and solutions to ease the transition to and develop workflows for NG9-1-1. DATAMARK is the go-to authority on GIS data for NG9-1-1. Its data-forward, full-service but configurable NG9-1-1 solutions provide the highest levels of Public Safety GIS data completeness and accuracy. Formed in early 2018, the DATAMARK team has quickly grown to be the only provider nationwide of SaaS solutions for the public safety GIS for NG9-1-1.

The DATAMARK team is seeking a Project Management Lead for this fast-growing startup company to play a critical role leading a team of project managers and executing critical projects within its Project Management Office (PMO). The desired location is Santa Ana, CA or alternatively Lakewood, CO; Moon Township, PA; or any other location in the United States.

Management Duties

- Develop standardized project management policies, procedures and practices;
- Enhance or develop project management tools for scope, schedule and budget monitoring as well as staff resource management;
- Provide guidance on the implementation and use of standardized project management policies, procedures and practices; and tools for scope, schedule and budget monitoring;
- Constantly seek ways to improve project management processes and best practices within the PMO;
- Conduct routine project status reviews of the full range of services contracts that are managed by project managers within the PMO;
- Report on project performance metrics to executive management;
- Support a multi-disciplinary team of public safety GIS professionals who all contribute to the dynamic and rapidly expanding DATAMARK team that constantly evolves as a learning organization.

Project Duties

- Review project proposals/plans to determine time frame, funding limitations. procedures for accomplishing project, staffing requirements. and allotment of available resources to various phases of projects;
- Establish work plans for large and complex projects, arrange for staffing of each phase of projects, and arrange for assignment of project personnel;
- Develop/implement project plans/methodologies for large and complex projects;
- Confer with project staff to outline workplan and to assign duties, responsibilities, and scope of authority;
- Track project status and staff resource assignments to ensure the portfolio of DATAMARK projects progress on schedule and within prescribed budget;
- Review status reports prepared by project personnel and modify schedules/plans as required;
- Prepare project reports for management, clients, or others;

- Confers with project personnel to provide technical advice and problem resolution to ensure client satisfaction;
- Coordinate project activities with activities of government regulatory or other governmental agencies;
- Generate and/or approve purchase orders, rebills, credits; review and approve timesheets;

Other Requirements

- The Project Management Lead must have experience with a range of project management tools, best practices, policies and procedures.
- It is highly desirable that the Project Management Lead has experience doing advanced project management in an organization like DATAMARK that has a software as a service (SaaS) product for which service contracts are used to assess, plan for, design and implement the DATAMARK product suite. Hence, experience in program management and project management for services work that plans for, designs and implements software implementation contracts is desired.
- It is desirable but not required that the Project Management Lead has knowledge of map-based and data-based geospatial concepts related to geographic information systems (GIS); and/or knowledge of public safety operations associated with 911 call centers and associated call routing/dispatching functions.
- The Project Management Lead must be highly proficient in standard office products (MS Excel, Word, Project, PowerPoint, Adobe Acrobat, etc).
- In addition, the following attributes are required for the position:
 - oMust have a positive team-first attitude, working toward the common goal of keeping our office a great place to work, and addressing items needed to make that happen.
 - oMust have the ability to work both independently, with limited supervision, and as part of a team.
 - oMust be able to discretely work in a confidential way with all information that isn't designated as for leadership, for team, or for public.
 - oMust have excellent attention to detail, and the ability to professionally handle multiple interruptions throughout the day and manage multiple projects in a fast-paced environment.
 - oHighly organized with both electronic filing and hard copy documentation.
 - oAbility to interact effectively with all levels of DATAMARK staff and external clients and Agencies.
 - oMust have excellent communication skills for internal associates and external clients.
 - oAbility to multi-task and delegate requests for information to appropriate DATAMARK departments.
 - oStrict attention to detail for document review and preparation.
 - oAbility to write, communicate, and provide explanation clearly and effectively
 - oExcellent English language skills, written and verbal, are essential to success in this role

Experience

10-15 years related experience; 4+ years' experience managing people

Education

Four-year or advanced degree

Qualifications, Skills and Abilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Licenses/Registrations

Project Management Professional (PMP) certification desired.

MICHAEL BAKER INTERNATIONAL EEO STATEMENT

Michael Baker International is proud to be an Affirmative Action/Equal Opportunity Employer. Michael Baker International provides equal employment opportunity for all persons, in all facets of employment. Michael Baker International maintains a drug-free workplace and performs pre-employment substance abuse testing and background checks. We encourage all qualified applicants to apply for any open position for which they feel they are qualified and all will receive consideration for employment without regard to race, color, religion, age, gender, sexual orientation, gender identity, national origin, citizenship status, marital status, genetic information, disability, protected veteran status or any other legally protected status.

EEO is the Law. Applicants to and employees of Michael Baker International are protected under Federal law from discrimination.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.