**Job posting:** [**https://careers-bancofcal.icims.com/jobs/1574/project-manager-iii/job**](https://careers-bancofcal.icims.com/jobs/1574/project-manager-iii/job)

**Position Overview**

**The PROJECT MANAGER II is responsible for the successful delivery of enterprise projects whilst adhering to EPMO full delivery life-cycle.  Ensures that projects and programs follow established EPMO project delivery framework.  This includes resource management, risk management, scope control, change control, monitoring and control reporting, communications planning and execution, issue management, document control, schedule management, budget tracking and reporting, and management of all work deliverables from the project.  Reporting to the SVP EPMO, this role will actively promote the EPMO and project management best practices across the Banc of California.**

**Job Description:**

**•Under very minimal/limited direction, responsible for managing projects of various sizes through the project life cycle and completing the project within budget, on schedule, within quality guidelines and with customer satisfaction.**

**•Will manage and tenaciously drive multiple complex, concurrent medium to large-size projects to completion.  Ensure scope, benefits, costs, timeline, and risks are identified for each project with 95% accuracy.**

**•Take responsibility and ownership for project deliverables using sound Project Management processes and experience as well as learning and following EPMO practices and standards.  Uses a System Development Lifecycle (SDLC) to successfully accomplish the project goals and objectives.**

**•Responsible for building relationships with management and key staff members to obtain commitment of necessary project resources (indirect reports), identifying appropriate resources needed, and driving successful completion of deliverables.**

**•Meets regularly with internal stakeholders to ensure completion of operational requirements, validate architecture and develop logical and physical design options and cost.**

**•Motivates the team to work together efficiently toward project goals.**

**•Manages, creates and presents clear and relevant project communications including communication plans, project progress-status-cost reports, meeting minutes, vendor communications, customer notifications, training materials and the like.**

**•Accurately and completely prepares formal project costs for all service areas including PM labor along with justification, cost-benefit analysis, ROI and NPV calculations, and sell them to the project sponsor and management using the approved process and forms and obtain project cost approval.**

**•Tactfully facilitate the successful resolution of project problems, conflicts and roadblocks with minimal escalation.**

**•Works with business contacts and SVP EPMO to identify and maximize opportunities to improve processes, coordinate efforts to reduce cost and improve service offerings.**

**•Treats people with respect; keeps commitments; inspires the trust of others; works ethically and with integrity; upholds organizational values; accepts responsibility for own actions.**

**•Demonstrates knowledge of and adherence to EEO policy; shows respect and sensitivity for cultural differences; educates others on the value of diversity; promotes working environment free of harassment of any type; builds a diverse workforce and supports affirmative action.**

**•Follows policies and procedures; completes tasks correctly and on time; supports Banc of California’s goals and values.**

**•Performs the position safely, without endangering one's own or others' health or safety, and will report potentially unsafe conditions.  Complies with occupational safety and health standards and all rules, regulations and orders issued pursuant to the OSHA Act of 1970, which are applicable to one’s own actions and conduct.**

**•Performs duties specific to the position and other functions as assigned.**

**Basic Qualifications:**

**•A Bachelor’s degree from an accredited university or at least 8 years of related work experience.  Work related experience must consist of project management experience in the financial services industry.**

**•Project Management Professional (PMP) certification or similar.**

**•Advanced knowledge of company operations and lending products and services; related state and federal laws and regulations, and other company operational policies and procedures.**

**•A strong user knowledge of the basic Microsoft Office suite (Word, PowerPoint and Excel) and user proficiency of Microsoft Visio and Project.**

**•A creative thinker and problem solver with experience in developing innovative solutions that help meet operational needs.**

**•Excellent organizational and time management skills with the ability to provide leadership, supervision and training for employees using positive supervisory techniques to ensure maximum productivity.**

**•Advanced math skills; ability to calculate interest, commissions, proportions, and percentages; balance accounts; add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals; locate routine mathematical errors; compute rate, ratio and percent, including the drafting and interpretation of bar graphs.**

**•Exceptional verbal, written and interpersonal communication skills, with the ability to apply common sense to carry out instructions and instruct others, train personnel, write reports, correspondence and procedures, and speak clearly to customers and employees.**

**•Thorough understanding of management procedures; ability to plan department or Company activities (setting objectives, developing strategies, budgeting, and developing policies and procedures); initiative to organize various functions necessary to accomplish department or Company activities; effectively staff (selecting, training and developing employees); directing employees towards the desired objectives (delegating, motivating, resolving problems); controlling the function (developing performance standards, measuring results, taking corrective action and rewarding employees as appropriate).**

**•Ability to deal with complex problems involving multiple facets and variables in non-standardized situations.**

**•Ability to work with no supervision while performing duties.**

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| **Mikysha Tolbert** |
| Senior Talent Acquisition Partner |
| Human Resources |