| **Position Title:** | Project Director |
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| **Location(s):** |  |
| **Department Name:** |  |
| **Functional Area/Discipline:** | Project Management / Program Management |
| **Reports To** *(Job Title)***:** |  |

# Position Purpose

Advises leadership and/or business executives at the highest levels about the project portfolio, status and resource planning for delivering strategic business Initiatives. Plans, directs, and ensures the successful management of designed business solutions utilizing all project management resources and assigned project management teams. Provides technical assistance in identifying, evaluating and developing methods and procedures that are efficient, cost effective and meet good business practice. Maintains excellent communication with upper management both within and across organizations to ensure smooth running of all projects undertaken by team. Responsible for project/program management resources in a mature and organization-focused manner, providing help where necessary to project a professional image. Has expert experience in Project/Program Management and able to lead in the coaching and mentoring of team members to help them achieve individual expectations and deliverables. Assesses resource loads and makes appropriate individual assignments.

## Primary Duties and Responsibilities

* Advises leadership and/or business executives at the highest levels about the project portfolio, status and resource planning for delivering strategic business Initiatives.
* Act as Liaison and provides leadership for team and area of responsibility.
* Provide leadership, direction and coaching on project specific tasks as well as individual professional development.
* Ability to see, account for, and coach others in the “big picture” as well as the details and to be able to tie business initiatives to Corporate Goals
* Allocates appropriate resources to ensure projects are completed within committed time, scope and budget.
* Ensures coverage of all areas of expertise necessary to support and grow the business within the Directors area of responsibility.
* Creates and maintains staffing plan to support the current and future work demands and project deliverables.
* Ensures functionality is integrated with other solutions.
* Develop Project Management support policies, standards and procedures.
* Initiates and implements new technologies, methodologies, process and procedures supporting Company short and long-term goals.
* In addition to project and new functionality deployment, responsibilities include career development, performance management and pay determination and communication

**Secondary Duties and Responsibilities**

* Creation and Support of Standards, Processes and Procedures necessary to produce the deliverables from the team and to work effectively with the other teams
* Establish and Nurture positive relationships with and customer organizations.
* Demonstrates the ability to adapt to and lead, change, and coach others in the acceptance and support of change
* Ability to coach the team to initiate and present the right questions to gain insight into the business issues and needed resolutions
* Provide ongoing reconciliation between long-term goals and short-term actions
* Take ownership and delivery responsibility for special projects and company initiatives.
* Presents information on projects, initiatives or other subjects to peers, teams and upper management.
* Provide ongoing reconciliation between long-term goals and short-term actions.
* Assumes a leadership role in educating the business and IT community on Project and Program management processes and areas of expertise.

# Position Requirements

**Functional/Technical Skills**

* MS Office Tools (Word, Excel, Project, PowerPoint, and Visio)
* Expert understanding of Project Management Body of Knowledge (PMBOK) Discipline
* Expert understanding of project lifecycles
* Ability to effectively manage time, prioritize work, multi-task across many assignments and delegate
* Ability to assess the impact of new project requirements on an existing team workload
* Technical writing skills producing clear and unambiguous deliverables

**Experience**

* Experience creating Business Requirements, Project Plans, Project Schedules and associated project materials
* Experience with supporting both purchased and in-house developed hardware and software applications
* 7+ years minimum experience in Project Management
* 7 years minimum Management, Team Lead, or other equivalent leadership experience
* 5 years minimum experience developing business solutions with a variety of tools

**Education/Vocational Training**

* A four year degree or equivalent experience (7+ years of project management experience/training and 7+ years of management experience/training)

***(PLEASE MODIFY TO MATCH YOUR NEEDS AND REQUIREMENTS)***