

Project Manager

Description of Role

To be responsible for the overall direction, coordination, implementation, execution, control, and completion of the Teton County Emergency Services Study ensuring consistency with County strategy, commitments, and goals.

Main Job Tasks and Responsibilities

- Responsible for the successful completion of project
- Manage contractor, in concert with contractor project manager, in the execution of project work
- Working with contractor, develop and manage Project Plan using tools such as Microsoft Project
 - Define project tasks and resource requirements
 - Develop full scale project plans
 - Manage and update Project Plan
 - Track project deliverables and milestones using appropriate tools
- Schedule and handle all logistical details for project working groups, interviews, and workshops.
- Provide direction and support to contractor team. Respond to contractor project manager queries in a timely and responsive manner.
- Conduct background research, as needed, to answer contractor queries
- Receive and review all deliverables
- Assess and report on project risks and issues to Steering Committee
- Quality assurance for all deliverables
- Continuous monitoring and reporting on progress of the project to all stakeholders
- Provide biweekly reports defining project progress, problems and solutions
- Recommend project changes and interventions to achieve project outputs
- Effectively communicate project expectations to team members and stakeholders in a timely and clear fashion.
 - Liaise with project stakeholders on an ongoing basis.
 - Estimate the resources and participants needed to achieve project goals.

Education and Experience

Required

- Bachelor's degree or equivalent experience required
- 5 or more years of experience in managing contractor led consulting engagements
 - Strong familiarity with project management software, such as Microsoft Project
- Proven ability to meet high quality standards while meeting deadlines and budgets
- Professionalism, attention to detail, commitment to quality

- Excellent interpersonal skills; team-player
- Strong written and oral communication skills.

Desirable

- Certifications such as Prince, or those earned from Project Management Institute (PMI) are desirable
- Can conform to shifting priorities, demands and timelines through analytical and problem-solving capabilities.
- Persuasive, encouraging, and motivating.
- Ability to elicit cooperation from a wide variety of sources, including upper management, clients, and other departments.
- Ability to bring project to successful completion through political sensitivity.
- Knowledge of Teton County organizations, history, and issues
- Knowledge of Teton County Emergency Services