



I.T. Project Manager (Infrastructure Focused)

Position Title: I.T Project Manager (Infrastructure Focused)

Job Summary:

We are seeking an I.T. Project Manager (Infrastructure Focused) for one of our customers to join their team in St. Louis, they offer competitive salaries, full benefits, and a challenging fast paced work environment. The role of the Technical Services Project Manager is to plan, execute, and finalize projects according to deadlines. This includes acquiring resources, mitigating risk and coordinating the efforts of the cross functional team in order to deliver projects and initiatives according to plan.

Roles and Responsibilities:

- Direct and manage projects from beginning to end.
- Create detailed project plans, with all tasks, dependencies, and timelines identified, and keep those project plans continuously updated to meet changing needs and requirements.
- Effectively communicate project expectations and schedules to team members and stakeholders throughout project cycle.
- Estimate the resources and participants needed to achieve project goals.
- Determine and assess need for additional resources and make the appropriate recruitments if necessary during project cycle.
- Delegate tasks and responsibilities to appropriate personnel.
- Work with project team, customers, and vendors to identify and analyze differences/gaps.
- Identify and manage project dependencies and critical path.
- Plan and schedule project timelines and milestones using appropriate tools.
- Define project success criteria and disseminate to involved parties throughout project cycle.
- Report relevant status to managers and key stakeholders in a timely and consistent manner.
- Track project milestones and deliverables.
- Develop and deliver proposals, requirement documentation, progress reports, and presentations.
- Proactively manage changes in project scope, identify potential issues, and devise contingency plans.
- Coach, mentor, and motivate project team members and influence them to take positive action and accountability for their assigned work.
- Build and develop business relationships vital to the success of the project.
- Conduct project post mortems and create a recommendations report in order to identify successful and unsuccessful project elements.
- Develop best practices and tools for project execution and management.



- Other duties as assigned by the Director of Customer Implementations

Minimum Requirements:

- Bachelor's degree preferred.
- Actively working towards or already completed PMP certification and/or 3+ years direct work experience in Infrastructure project management
- Must be technical in nature and experienced in managing projects that introduce proprietary software programs and new technologies / services.
- Strong familiarity with IT lifecycles and project management software, such as MS Project and Jira
- Experience at working both independently and in a team-oriented, collaborative environment is essential.
- Can conform to shifting priorities, demands and timelines through analytical and problem-solving capabilities.
- Reacts to project adjustments and alterations promptly and efficiently.
- Flexible during times of change.
- Ability to read communication styles of team members, customers, and vendors who come from a broad spectrum of disciplines.
- Persuasive, encouraging, and motivating.
- Ability to elicit cooperation from a wide variety of sources, including upper management, clients, and other departments.
- Ability to diffuse tension among project team, should it arise.
- Ability to bring project to successful completion through political sensitivity.
- Strong written and oral communication skills.
- Strong interpersonal skills.
- Adept at conducting research into project-related issues and products.
- Must be able to learn, understand, and apply new technologies.
- Customer service skills an asset.
- Ability to effectively prioritize and execute tasks in a high-pressure environment is crucial.

Other Requirements:

- Must be a self-starter who can work well with people at all levels both in and out of organization and the correctional facility in a professional manner.
- Excellent oral and written communication skills.
- Ability to define problems and resolve them quickly.
- Ability to work well with ever changing priorities and or situations.
- Excellent organizational skills.
- Ability to work independently or within a team.
- Strong Technical Aptitude
- Ability to travel on business as required.
- Must qualify for and maintain ability to receive correctional facility security clearance



- Must pass drug screening test
- Must pass credit and background check
- Ability to travel

Certificates, Licenses, Registration:

- Valid driver's license

Compensation:

- Commensurate with experience and results

Interested and want to find out more?

- Send resume to hr@datadynamics-inc.com. No phone calls please!