



## OFFICE OF THE ILLINOIS STATE TREASURER MICHAEL W. FRERICHS

### JOB OPPORTUNITY ANNOUNCEMENT

**Job Title:** IT Project Manager  
**Division:** Information Technology  
**Location:** Springfield, Illinois  
**Salary:** \$60,000 - \$90,000 commensurate with experience

**Overview:** The Project Manager is a professional level position that is responsible for developing, managing and executing project plans on time within budget and within scope for the Illinois State Treasurer's Office (ISTO). The successful candidate will utilize project management methodologies to develop and manage business cases, project charters, budgets, work plans, communication plans, issue logs and risk processes while working closely with senior management as well as other departments to ensure that the scope and direction of each project is on track. Attendance is an essential function of this position.

#### Duties and Responsibilities:

- Define project scope, goals, and deliverables in collaboration with management and stakeholders
- Develop detailed project plans using projecting timelines and milestones to monitor and track progress
- Execute and maintain multiple projects through the Full Project Life Cycle.
- Interface with business owners and both internal and external vendors to ensure project transparency.
- Identify lean processes to improve current systems and processes.
- Ensure projects remain on time and within budget.
- Contribute in preparation of initial project timelines and cost estimates; benefits; feasibility; and priority.
- Identify and manage project dependencies and critical path.
- Proactively manage changes in project scope, identify potential risks, and develop contingency plans.
- Develop and deliver progress reports, proposals, requirements documentation, and presentations.

#### Specific Skills:

- Proven working experience in project management
- Excellent written and oral communication skills
- Possess organizational and time management skills
- Ability to work independently as well as with a team
- Must be able to multitask and adapt to continuously evolving demands of the growing subsidiary businesses and their needs
- Possess strong attention to detail and ability to prioritize
- Project Management Professional (PMP) is a plus

**Education and Work Experience:** Bachelor's degree in Computer Science or related field. Minimum of four years project management experience or IT related experience that provides the required knowledge, skills and abilities to carry out the duties of the position. Project Management Professional (PMP) certification a plus.

**Application Process:** Send completed application including letter of interest and resume via email to

**Chief Operating Officer @ [HR@illinoistreasurer.gov](mailto:HR@illinoistreasurer.gov)**

[http://www.illinoistreasurer.gov/Office\\_of\\_the\\_Treasurer/Employment\\_Opportunities](http://www.illinoistreasurer.gov/Office_of_the_Treasurer/Employment_Opportunities)

Equal Employment Opportunity Employer. Applicants must be lawfully authorized to work in the United States

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