

Nassau County Office of Information Technology is seeking applications for the position of Project Manager.

Typical Duties

- Manages a team responsible for implementing information technology projects; performs related duties as required.
- Develops project proposals, cost estimates and timelines.
- Coordinates pre-installation activities
- Prepares Requests for Information and Requests for Proposals for projects.
- Schedules work and prepares project plans.
- Acts as liaison to assure that all contracted work is completed according to specifications.
- Monitors performance against project schedules and budgets.
- Prepares status reports and briefings
- Assists with negotiating and processing vendor contracts through completion
- Assists with post-production support.

Qualifications

- Knowledge of principles, practices and procedures of IT project management.
- Knowledge of installation and maintenance of computer operating systems and applications software.
- Strong oral and writing skills.

Bachelor's Degree and 3 years of satisfactory experience managing information technology projects, which must include writing Requests for Proposals, contract compliance and coordinating projects.

For consideration, please send resume and cover letter to: jobs@nassaucountyny.gov, with "ITPM" on subject line.

Nassau County Residency Preferred

EOE/MFDV

PERSONNEL CHOSEN FOR MERIT AND FITNESS WITHOUT REGARD TO RACE, RELIGION, SEX, AGE, NATIONAL ORIGIN, DISABILITY, MARITAL STATUS OR ANY OTHER NON-MERIT FACTOR.