

# Job Description



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|---|---|-------------------------|-------------|
| <b>Job Title:</b>   | <b>Project Manager</b>  |                         |             |
| <b>Location:</b>  | Various locations   | <b>Travel Required:</b> | Minimal     |
| <b>Level/Salary Range:</b>  |   | <b>Position Type:</b>   | Full-Time   |
| <b>Date Posted:</b>   | 5/7/19  | <b>Posting Expires:</b> | When filled |
| <b>Mandatory Job Requirements:</b>  | <b>Must be willing and able to complete a DoE low risk background investigation for the position.</b> |                         |             |
| <b>Applications Accepted By:</b>  |   |                         |             |
| <b>E-mail:</b> Michelle Might, Corporate Recruiter, <a href="mailto:michelle.might@imcva.com">michelle.might@imcva.com</a><br><b>Email Subject Line:</b> Project Manager - WAPA |   |                         |             |

## Summary:

Serve as the Contractor Technical Project Manager (CTPM) for the Western Area Power Administration (WAPA) Regional Site(s). Provides vision and leadership to contractor IT professional services personnel in support of the existing Task Order. The CTPM will work closely with the contractor IT professional services personnel and key Government stakeholders to ensure that overall project/task order objectives are achieved based on the current Performance Work Statement (PWS). Assures quality of program products, services, and deliverables, including participating in reviews, audits, and site visits. Coordinates and monitors sub-contractor activities and administers subcontractor deliverables and finances. Develops, reviews, and approves plans, schedules, consulting agreements, and other program documents. Prepares and provides various reports and technical reviews to customer and senior management as requested. Ensures compliance with relevant corporate and government policies and standards. Participates in special projects as required. The CTPM will be responsible for managing multiple projects and tasks and supervising contractor employees both exempt and non-exempt.

**Responsibilities:** The project manager position will include, but is not limited to, the following tasks:

- Provides technical, administrative, and operational management of assigned projects, including contract and subcontractor management.
- Supervises assigned staff.
- Develops technical project plans, proposals, reports, and task order and administrative reporting.
- Reviews future project requirements and develops strategies for future work.
- May also perform high-level technical services on assigned tasks.
- Conducts planning and provides recommendations to client on task workload.
- Attends customer meetings and serves as primary client liaison.
- Interacts with vendors, other agencies, and other client staff on behalf of the client.
- Coordinates development of deliverables and products.
- Ensures quality assurance of project deliverables.
- Maintains current knowledge of relevant technology as assigned.
- Participates in special projects as required.
- Work closely with the IMC's Project Management Office Support (PMO) organization.
- Coordinate with program manager and IMC chief operating officer to ensure that staff use is optimized through cross-territory staffing of projects.

**Basic Required Qualifications and Skills:**

**Note: These are mandatory items that all candidates must have when making application to IMC for this position. Please ensure that your submission addresses each of these requirement items. Candidates without these required elements will not be considered.**

- Education/Experience
  - Bachelor's degree in a related business or technical discipline, or the equivalent combination of education, technical training, or work/military experience.
  - 10+ years' experience as a technical lead or project manager for IT Professional Services in IT Operations and Maintenance.
- Skills:
  - Must have the ability to communicate at all levels, verbally and written, as well as be able to conduct meetings and presentations.
  - Must possess experience in all phases of project lifecycle as well as authoring and reviewing project documents such as charters, project plans and project transition documents.
  - Must be capable of leading and participating in project teams comprised of government and contract personnel.
- Abilities:
  - Must be able to work independently with little to no oversight.
  - Ability to work within a cross-functional, geographically dispersed team environment to complete contractual commitments.
  - Ability to accommodate multiple projects.
- Clearance:
  - Must pass the WAPA security requirements.
  - Applicant must meet the job-related requirements, skills, and required background checks in order to meet requisite FD 258, SF86/85/85P and follow the WAPA OCIO security procedures and policies.
  - **Must be willing and able to complete a low risk DoE (Public Trust) background investigation for the position.**

**Desired Skills/Abilities:**

- Professional certification (PMP) preferred, not required. If no PMP certification, obtain within 90 days.

**Background Information:**

*Innovative Management Concepts, Inc. (IMC), a Service-Disabled, Veteran-Owned Small Business, provides a broad range of information technology services to government and commercial clients. Since its founding in 1989, IMC has offered solutions and expertise in: IT operations and maintenance, cyber security, systems and network engineering and support services, cloud/hosting services, software engineering and development, website services, software quality assurance and testing (including IV&V), and project management. IMC is certified in International Organization for Standardization (ISO) 9001:2015 Quality Management, ISO 27000:2013 Information Technology Security Management, and ISO 20000:2011 Information Technology Service Management. As a Service-Disabled Veteran-Owned Small Business, IMC places a special emphasis on recruiting and hiring veterans. Find out more about IMC at [www.imcva.com](http://www.imcva.com). **IMC is an Equal Opportunity Employer***