



SINCE 1902

CONFERENCE OF STATE BANK SUPERVISORS

**Conference of State Bank Supervisors (CSBS)
Job Description**

Job Title	Project Manager
Reports To	Senior Vice President, Digital Services
Department	IT
Position #	192
FLSA Status	Exempt
Date	August 2017
Grade	7

Job Summary

CSBS Project Managers (PMs) are responsible for establishing and leading enterprise-wide, cross functional strategic initiatives. PMs lead a variety of different types of projects including launching new products and services, large-scale application development, systems integration, operational efficiency improvements, process reengineering, and infrastructure upgrades and deployments.

Essential Functions

To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions. Other duties may be assigned to meet business needs.

- Single accountable party for defining, planning, orchestrating, and delivering a given strategic CSBS initiative
- Ensures end results are of the highest caliber with a clearly articulated scope and quantifiable business benefit
- Directs large-scale, complex projects often involving multiple internal and external constituents and matrix partners
- Accountable for one or more initiatives including business, operational, and IT deliverables
- Directly manages all aspects of the project lifecycle and works with matrix IT partners to oversee all SDLC phases of a project
- Rigorously manages scope to ensure commitments are achieved within agreed on time, cost, and quality parameters
- Validates financial forecasts and provides on-going reconciliation of resources and other related project expenditures
- Develops communication plans and interfaces to execute on responsibilities
- Serves as a subject matter expert in routinely briefing key stakeholders on different aspects of assigned initiatives
- Represents the project in various project governance and inter-department forums
- Chairs weekly core team and monthly status meetings to review progress with key constituents
- Defines and tracks project milestones while developing, maintaining, and reporting on an overall integrated delivery plan
- Develops the project charter, integrated project plan, resource plan, contingency plan, and related project management artifacts



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- Publishes periodic project status reports
- Proposes recommendations and adjustments

Minimum Qualifications

To perform this job successfully, an individual should possess the knowledge, skills, and abilities listed and meet the amount of education, training and/or work experience required.

Education

Bachelor’s degree in Information Technology or related field and a minimum of five (5) years technology project management experience driving and leading multiple medium to large-scale cross functional projects (or equivalent combination of relevant education and experience).

- Proven ability to quickly earn the trust of sponsors and key stakeholders; mobilize and motivate teams; set direction and approach; resolve conflict; deliver tough messages with grace; execute with limited information and ambiguity
- Ability to navigate a highly matrixed organization effectively
- Solid influencing skills
- Sound business and technical acumen
- Experience with stakeholder management
- Focused and versatile team player that is comfortable under pressure
- Ability to communicate at all levels with clarity and precision both written and verbally
- Strong presentation skills
- Ability to remove barriers and enable teams to complete their objectives
- Demonstrated, applied experience establishing and delivering complex projects
- Excellent problem-solving and critical-thinking skills
- Exemplary core project management skills including multiple aspects of the PMBOK
- Extensive knowledge and expertise in the use of project management and SDLC

Working Conditions

- General office that will involve long meeting periods from time to time
- Some travel required

This job description should not be construed to imply that these requirements are the only standards for the position. Incumbents will follow any other instructions and perform any other related duties as may be required. CSBS has the right to revise this job description at any time. CSBS is an “at will” employer and as such, neither this job description nor your signature constitutes any form of contractual arrangement between you and CSBS.

Employee’s Signature	Date:
Manager’s Signature	Date: