



Project and Delivery Manager

The Regional Transportation Authority (RTA), located in downtown Chicago, is currently accepting applications to fill the position of **Project and Delivery Manager**.

Under the direction of the Director of Information Technology, this position will manage agency-wide, multifaceted, and complex technical projects related to Information Technology (IT). The incumbent will have overall responsibility for managing scope, cost, schedule, internal and external resources, and contractual deliverables. The PDM would advise the business decision makers on the efficacy (effectiveness and efficiency) of the portfolio of projects based on the projected ROI in tangible and intangible benefits. This unit would devise a prioritization scheme that objectively allows senior management to decide which projects are funded, which are delayed, and which do not meet acceptance criteria.

Responsibilities include but are not limited to:

- Manage agency-wide, multifaceted technical scope of projects, cost, schedule, internal and external resources, and contractual deliverables listed in the Information Technology work plan
- Establish, manage, and coordinate multi-disciplinary project teams consisting of RTA staff, Service Boards and/or vendors.
- Defining project objectives, scope, approach and resource requirements
- Acquiring and coordinating project teams and resources, including third-party vendors and contractors
- Overseeing and monitoring project budget, scope, schedule, progress, and risks
- Managing stakeholder engagement and expectations during the lifecycle of the project
- Performing issues and risk management, prioritization, resolution facilitation, and trending analysis
- Preparing and disseminating project communications
- Develop and execute procurement plans for obtaining the goods and services needed to complete key projects and initiatives.

Knowledge, skills, and abilities equivalent to a Bachelor's Degree in Computer Science, Information Systems, Engineering, or a related field. Project Management Professional (PMP) certification is a plus. A minimum of five (5) years' experience with project management processes, methodologies and techniques. Experience leading and/or supporting IT projects, change management and an understanding of applications development, systems integration, IT security and architectures is desired. Demonstrated proficiency in the following areas:

- Strong working knowledge of Microsoft Office and Microsoft Project.
- Experience managing the implementation of an ERP system
- Familiar with program management and leveraging resources across projects
- Ability to lead teams and influence outcomes
- Solid grasp of risk management
- Innovative problem solver
- Good knowledge of budgeting and financial management

Ability to prioritize multiple tasks and projects while maintaining deadlines and managing resources. A deep understanding of project management tools, approaches and performance metrics. Excellent analytical, negotiation, diagnostic, and problem-solving skills are needed, as well as the ability to manage and work in teams with minimal supervision. Strong inter-personal skills including, coaching, mentoring, performance management, and developing teams are essential. Strong project management, customer service, planning and organizational skills, and the ability to bring conflicting viewpoints to consensus are needed. Excellent verbal and written communication skills are required, including the ability to translate technical concepts and requirements into tangible business solutions easily understood by non-technical audiences. Must be able to maintain confidentiality.

An Equal Employment Opportunity/Affirmative Action Employer

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**Regional
Transportation
Authority**

Work is performed in a normal office environment except that server computer room may be cooler than a normal office. Work involves periodic lifting and moving of computer equipment weighing up to 35 pounds as required to install, remove items for service or inventory equipment. This position requires periodic after hours and weekend duty.

The RTA offers a competitive compensation and benefits package. The RTA reimburses for travel at the federal rate for mileage reimbursement. Relocation is not available. For more information about the RTA, visit our website at www.rtachicago.com.

Please submit a cover letter, resume and salary history to:

Regional Transportation Authority
Human Resources, Attn: 18-PDM
175 W. Jackson, Suite 1650
Chicago, IL 60604

To apply online go to: <https://rtaweb01prd.rtachicago.com/jobposting/?job=205>