|  |  |  |  |
| --- | --- | --- | --- |
| Job Title: | GDOT Project Manager 2 | **Region :** | State of Georgia |
| Req Class :  | PROJMGR : Project Manager 2 | **Job Code/ Req#**: | 765357 |
| Engagement Type: | Contract | **Agency Interview Type:**: | Either Web Cam or In Person |
| Location: | Hybrid**Worksite Address:**600 West Peachtree St. NW Atlanta, GA. 30308 | **Start Date:**  | 07/01/2025 |
| **Req. Status:** | Open | **End Date:**  | 06/30/2026 |
| **Expenses Allowed:** | No | **No new Submittals after:** | 06/12/2025 |
| **No.of Openings :** | 1 | **Max Submittals by vendor per Openings :** | 2 |
| **Hours/Units Per Day:** | 8 | **Days Per Week :** | 5 |
| **Level/Salary Range :** | $65/hr on C2C | **Send Resumes to :** | resumes@taurusbiz.com |
| **Requisition Description**  |
| **Short Description:** IT Project Manager (PM) will assist in the management of multiple internal and external end to end technical projects, documentation, and processes while reinforcing defined infrastructure and software best practices**Complete Description:**  **Summary** The GDOT IT Project Manager (PM) will assist in the management of multiple internal and external end to end technical projects, documentation, and processes while reinforcing defined infrastructure and software best practices. The PM will assist with implementing process improvement, documentation management, organization, and project guidelines to ensure project follow through, timeliness, and accuracy. **Local candidates. (Hybrid work schedule)** **Experience with Workday HCM applications highly desirable.** Core Competencies **Communication** to collaborate often and follow-up with and support engineering management **Attention to Detail** to review incoming emails, timelines, resources, and process alignment **Organization** of daily project elements garnered in meetings that need to be planned and organized **Flexibility** to adapt to changing program demands **Data Visualization Creation and Analysis** that comes in the form of dashboards and data to help understand velocity **Responsibilities** * Collaborate with other project managers, clients, vendors, and engineering teams on various projects, presentations, and meetings.
* Understand Agile practices and use them in a hybrid organization to facilitate project tracking in a traditional project schedule and use Kanban and Scrum practices with development and engineering teams.
* Provide attention to detail to internal and external email communications to analyze in order to produce relevant and valuable responses to maintain organizational relationships and project visibility.
* Identify relevant audiences for meetings, ensuring thorough meeting preparation and creating project charter and kick off presentations that provide information such as business driver, targeted audience, communications plan, scope, project phases, and next steps for planning project schedule activities with technical teams.
* Conduct meeting analysis that results in facilitation of routine meetings/ceremonies to track projects and maintain project boards and dashboards using Jira and ServiceNow.
* Understand when and how to escalate to other groups when necessary.
* Consistently maintain project status, update project road-maps, and adhere to defined project structure standards with the integrated tool stack provided.
* Ability to draft process and 'how to' documentation.
* Assist with identifying project constraints, risks, inefficiencies, and areas where processes can be improved and/or reinforced.
* Reinforce agreed upon priorities, policies, and team best practices.
* Utilize project management software i.e., SharePoint Project Template, Jira, Confluence, Service Now, Project Online, etc.
* Maintain, update, and archive project documentation.
* Familiar with all functions of Outlook including alert functions and the ability to
* schedule meetings utilizing the Scheduling Assistant.
* Generate and archive notes from project meetings that add value to management decision-making
* Ensure communication channels are made available for all projects to enable adequate communication and escalation process among project team members.

**Experience** 3 to 5 years of project management in technology Some college experience or applicable certifications (preferred) or college degree (preferred) * Highly proficient in writing and editing

**Required/Desired Skills**

|  |  |  |  |
| --- | --- | --- | --- |
| **Skill**  | **Required /Desired** | **Amount**  | **of Experience**  |
| 3 to 5 years of IT project management experience in an enterprise environment | Required | 3 | Years |
| Utilize project management software i.e., SharePoint Project Template, Jira, Confluence, Service Now, Project Online, etc. | Required | 3 | Years |

|  |  |
| --- | --- |
|  |  **Description** |
| **Question 1** | Absences greater than two weeks MUST be approved by CAI management in advance, and contact information must be provided to CAI so that the resource can be reached during his or her absence. The Client has the right to dismiss the resource if he or she does not return to work by the agreed upon date. Do you agree to this requirement? |
| **Question 2** | What is your candidate's email address? |
| **Question 3** | This assignment is contingent upon customer renewal and availability of adequate funding. Do you agree to this requirement? |
| **Question 4** | If selected for engagement, your candidate will be expected to start no later than 2 weeks (10 business days) after the client's selection date? Do you agree to this requirement? |

 |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Reviewed By:** | Lisa G | **Date:** | 06/09/2025 |
| **Approved By:** | Ram S | **Date:** | 06/09/2025 |
| **Last Updated By:** | Lisa G | **Date/Time:** | 06/09/2025 |