

Job Description

Job Title:	Project Manager (NON TECH)		
Job ID:	210966		
Location:	DC -Jackson Graham Bldg-4th Fl		
Full/Part Time:	Full-Time	Posting Open-Close	10/27/2021 - 11/29/2021
Regular/Temporary:	Regular	Union	NRP

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Job Description

Are you looking to join a team that is at the center of planning and overseeing Metro's \$2B annual capital budget and \$12B six-year capital program? The Office of Capital Program Management (OCPM) is looking for mid-level candidates to help develop the capital program and perform data analysis to help Metro leadership make key investment decisions. This is a fantastic opportunity to be involved in the decision-making process, utilize problem solving skills, and collaborate with project managers, asset owners, and other stakeholders across Metro. The experienced candidate will:

- Play a key role in the annual capital planning process for a select group of investment types
- Meet with stakeholders across the organization to discuss capital investment needs and potential gaps
- Contribute to key documents to communicate the results of the capital programming process
- Facilitate the effective flow of capital program communication during the annual capital planning process

Interested candidates will should be able to communicate and coordinate effectively and be able to use analytical tools to evaluate investment needs. Ideal candidates will have capital project, program, budgeting and asset experience. Additionally, candidates will have the experience analyzing complex projects and/or have experience using analytical processes to support the identification and planning of projects to address capital needs. Familiarity with capital program management and other capital asset infrastructure activities (at the state, local or federal levels), such as programming, planning, and budgeting would be an advantage.

MINIMUM QUALIFICATIONS

Education

- Bachelor's Degree in Business Administration, Business Management or related field

Experience

- Seven (7) years of progressively responsible experience analyzing business problems and coordinating business improvement projects in a large-scale organization
- Demonstrated experience in developing, managing, and implementing complex, high-profile projects and programs

Certification/Licensure

- None

Preferred**Experience**

- Experience with a transit organization or progressively responsible managerial experience in a highly visible organization in the public service sector

Certification

- Six Sigma Process Improvement Certification
- Project Management Certification

Medical Group:

Satisfactorily complete the medical examination for this position, if required. The incumbent must be able to perform the essential functions of this position either with or without reasonable accommodations.

SUMMARY

The Project Manager (Non-Technical) conducts research and gathers data from various sources in response to inquiries from internal and external entities and keeps department leadership apprised on matters that may have an impact on the delivery of the department's mission. The incumbent provides strategic support, guidance, and management for a broad range of projects to include program and policy assignments pertinent to the mission of the department. The Project Manager (Non-Technical) is responsible for ensuring the existence and operation of management systems for the purpose of organizing data/information that facilitate the planning, development, direction, management, analysis and implementation of assigned project/programs within the specific department. In addition, this incumbent develops, monitors, and coordinates viable strategic activities and programs to enhance organizational management/development opportunities. The incumbent encounters and addresses sensitive and confidential matters on a routine basis.

ESSENTIAL FUNCTIONS

- Performs a wide range of project, programs and policy development duties, including conducting detailed issue and data analyses, framing recommendations and options for executive consideration, developing detailed project and program plans, leading project and program implementation efforts and assessing impacts and results.
- Oversees all aspects of a project over the entire project life-cycle. Sets deadlines, assigns responsibilities, monitors and summarizes progress of project in order to affirm a precise delivery timeframe.
- Develops in-depth familiarity with functional/business scope and project objectives.
- Develops, coordinates and monitors the implementation and effectiveness of viable strategic plans pertaining to assigned projects or programs.
- Reviews and responds or coordinates responses to high-profile, complex, and politically sensitive executive correspondence, including inquiries from federal, state, regional, and local government officials, Board of Directors, and the general public.
- Assists in the development, implementation and oversight of departmental policies, procedures and policy instructions, regulations, goals, long-range strategies, and

outreach initiatives.

- Serves as liaison between offices within or outside of the department to ensure expeditious resolution to issues and provide necessary resources to appropriate customers.
- Develops, implements, and executes strategies, processes, and best practices which effectively address Authority-wide business goals.
- Responsible and accountable for developing and submitting a realistic and reasonable project budget and for issuing appropriate progress reports as required to record the project's advancements or delays. The report shall include a register of completed tasks, all payments issued and any problems causing delays, redirection of focus or that impacts project delivery timeline or strategy. A progress report will be provided to OMBS as well as the program's front office (ELT member) as required.
- Responsible for cost allocation to appropriate projects and for the timely and accurate review and approval of applicable invoices.

The essential duties listed are not intended to limit specific duties and responsibilities of any particular position. Nor is it intended to limit in any way the right of managers and supervisors to assign, direct and control the work of employees under their supervision.

Evaluation Criteria

Consideration will be given to applicants whose resumes demonstrate the required education and experience. Applicants should include all relevant education and work experience.

Evaluation criteria may include one or more of the following:

- Skills and/or behavioral assessment
- Personal interview
- Verification of education and experience (including certifications and licenses)
- Criminal Background Check (a criminal conviction is not an automatic bar to employment)
- Medical examination including a drug and alcohol screening (for safety sensitive positions)
- Review of a current motor vehicle report

Closing

WMATA is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, status as a protected veteran, or any other status protected by applicable federal law.

This posting is an announcement of a vacant position under recruitment. It is not intended to replace the official job description. Job descriptions are available upon confirmation of an interview.

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