



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
DIRECTOR, OFFICE OF PROJECT MANAGEMENT***	48	A	7.209

Under general administrative direction of the Executive Committee or the Director of the Department of Motor Vehicles (DMV), the Director of the Office Project Management (OPM) provides leadership and guidance in directing and managing Enterprise Resource Planning (ERP) for the State of Nevada or the STAR Modernization Project for the DMV; coordinates with key stakeholders and OPM staff in the development of methods and best practices to provision Information Technology into the State of Nevada's or DMV's business functions in order to improve overall Project Portfolio Management (PPM) maturity across the State of Nevada's ERP System or DMV's system STAR Modernization Project; responsible for supporting and enabling the organization's projects, programs and structured work efforts to ensure the work of the OPM embraces the strategy of the organization and meets the goals set by the Executive Committee or Director of DMV.

Facilitate, coordinate and lead the strategic planning process between senior leadership and business partners to develop, define and implement the overall OPM Charter in the form of the OPM mission, vision, goals, operating model and approval; facilitate a consensus, between OPM stakeholders and organizational leadership, around the mission and vision of the OPM organization to foster a project-management oriented culture and mindset.

Coordinate and lead the identification and development of OPM roles, team configurations and recruitment appropriate to deliver OPM goals and objectives.

Coordinate and lead the identification, implementation and/or update of project management processes, methods, tools, guidelines, standards, policies and procedures; establish a stable framework that supports all project teams and stakeholders in order to improve and ensure project delivery success; evaluate the effectiveness of established frameworks in meeting goals, performance measures and requirements; coordinate efforts in developing corrective actions; evaluate and approve the development and redesign of frameworks as required.

Develop, define, manage and direct end-to-end OPM work efforts; identify and leverage best practices and techniques; identify, quantify and track the realization of expected benefits; regularly review and evaluate opportunities to improve best practices to achieve higher maturity in PPM; leads the establishment of a project management community of practice to facilitate collaboration and best-practice sharing among project managers and key stakeholders.

Make presentations before legislative committees, executive committees and/or other entities to justify and explain needs, priorities and outcomes; participate in public hearings, meetings and conferences to explain processes, resolve concerns and problems, and present the State's or DMV's position regarding OPM projects.

Establish and maintain positive working relationships with senior leadership and key stakeholders; function as a trusted advisor.

Develop, implement and submit analytical, narrative and statistical reports regarding OPM projects as required; develop, review and oversee OPM budgets as required.

Supervise, coach and mentor staff; delegate authority and responsibility to appropriate personnel; provide for training and staff development opportunities.
 Perform related duties as assigned.

*** This class specification will be abolished as the current positions transition to the Unclassified Service. No additional positions will be allocated to this series.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in business administration, public administration, or closely related field and six years of professional experience in the development, implementation, evaluation and management of program(s) and activities which must include two years of experience equivalent to a Division Administrator in Nevada State service or three years of experience equivalent to a Deputy Division Administrator in Nevada State service; **OR** one year of experience as the Administrator, Office of Project Management in Nevada State service; **OR** an equivalent combination of education and experience as described above.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required and time of application): **Working knowledge of:** organizational structure and administrative/business practices common to State government; organizational analysis and design; principles and practices of effective management and administration; coordination of multiple work units within a large and complex government organization; principles and techniques used in planning, organizing, developing, administering and evaluating a comprehensive program(s); research methods and techniques; supervisory principles and practices. **General knowledge of:** principles and practices of Enterprise Resource Planning (ERP); principles and practices of strategic planning; development and implementation of best practices; fiscal management. **Ability to:** understand the political and/or organizational climate and effectively and efficiently navigate obstacles; communicate effectively, both verbally and in writing, with all levels of management and staff to ensure proper implementation of directives, goals, policies and procedures; coordinate and facilitate the activities of a wide variety of personnel of varying backgrounds, experience and education levels; analyze core business processes and develop proposals for solutions; develop and present information to management, legislators, Governor's office, key stakeholders and other interested parties regarding activities of work unit; write clear, concise and comprehensive analytical, narrative and statistical reports regarding program and/or project activities; mediate between conflicting groups and develop mutually beneficial solutions; establish and maintain positive and effective working relationships with others. **Skill in:** speaking before groups and committees to present detailed information and respond to questions; organizational analysis sufficient to analyze business processes and offer ERP solutions; mediating between individuals with opposing points of view; writing extensive and detailed proposals and reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job): **Detailed knowledge of:** State government functions, organization and business practices. **Working knowledge of:** principles and practices of Enterprise Resource Planning (ERP); principles and practices of project management; State legislative and budgetary processes. **Ability to:** negotiate solutions to problems where competing interests and conflicting opinions exist.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

7.209

ESTABLISHED: 8/29/17UC

REVISED: 9/5/18UC