



Brian Sandoval
Governor

Barbara Smith Campbell
Chairwoman

Jon M. Hager
Executive Director

Silver State Health Insurance Exchange

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JOB ANNOUNCEMENT: IT PROJECT MANAGER

SPECIAL NOTIFICATIONS: This position is exempt from the provisions of State of Nevada classified service. Selection shall be made by, and the incumbent shall serve at the pleasure of the Executive Director.

POSITION SUMMARY: The Information Technology Project Manager (ITPM) will be responsible for planning, organizing, directing and controlling the IT activities of the Silver State Health Insurance Exchange (HIX) in the role of Project Manager. The HIX is working collaboratively with various State agencies to create an integrated “no wrong door” approach to providing health insurance to Nevada’s underinsured population. The ITPM will formulate, manage and review the project regarding access, security, procedures, and guidelines for the integration of the HIX Business Operations Solution (BOS), provided through the contracted vendor, Xerox Healthcare, LLC.

The ITPM will provide project management expertise, and report to the Executive Director and Chief Operations Officer the status of the various projects underway and provide recommendations on a technical and tactical approach to achieving the goals of the project.

POSITION RESPONSIBILITIES: Under the general direction of the Chief Operations Officer responsibilities include, but are not limited to:

- **Project Management:** Serve as the information technology liaison for enterprise-level project management. Provide solution-based recommendations for the agency’s information technology projects. Coordinate technical resources appropriately to accommodate project timelines. Maintain professional working relationships with other project members and interface with other technical and non-technical project personnel throughout the State.
- **Information Security Program:** Overall responsibility for the development, implementation, monitoring and maintenance of the agency’s information security to protect against the unauthorized access, use, disclosure, disruption, modification, perusal, inspection, recording or destruction.
- **General IT Management:** Participate in management policy and decision making pertaining to various projects. Prepare activity and progress reports for application support functions, meeting established deadlines. Provide information and assist management in budget development.
- Participate in State IT activities and policy-making activities and/or serve on various ad hoc committees and work groups as needed.
- Provide project management to ensure that projects are completed by the scheduled due date in accordance with project specifications and requirements and within the project budget; analyze personnel, hardware and software requirements, and all costs associated with the project; establish delivery dates, conduct periodic project reviews, provide training for project team members, supervise installation of the system, provide regular project status reports to senior management; and determine training required prior to installation.

- Present and justify agency or division-wide IT budgets for review and approval and testify before Executive and Legislative groups as required.
- Supervise subordinate managers, supervisors, and staff, including hiring, determining workload, delegating assignments, and training, monitoring and evaluating performance, and taking disciplinary action.
- Resolve problems presented by subordinate staff, users, and clients regarding work processes, policies, procedures, and methods.
- Utilize contract and vendor management skills in the fulfillment of organizational goals.

SALARY AND BENEFITS: Salary range is up to \$93,178 (employer/employee paid retirement). Employee benefits include paid annual leave, sick leave, health insurance, and state retirement benefits. Other optional benefits are available, including a deferred compensation package. *Please note: Furlough Leave is mandatory for Nevada State employees and will result in a reduction of income of approximately 2.3% (or 4 hours per month) starting July 1, 2013 through June 30, 2015. The salary listed above does not reflect the reduction from the required furlough.*

QUALIFICATIONS/REQUIREMENTS: Bachelor's degree from an accredited college or university with major course work in computer science, management information systems, or closely related field and seven years of progressively responsible professional IT experience which involved strategic planning, project management, quality assurance, and computer operations, systems administration, network administration, database administration, applications analysis and development, or information security. Four years of this experience must have been in a supervisory or project manager capacity; OR an equivalent combination of education and experience.

In addition, a Project Management Professional (PMP) certification, or similar, is required.

LOCATION/TRAVEL: The position is based in Las Vegas, NV. Periodic travel in-state and out-of-state will be required.

RESUMES WILL BE ACCEPTED UNTIL: Recruitment needs are satisfied.

SUBMIT COVER LETTER AND RESUME/DIRECT INQUIRIES TO:

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