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STATE OF NEVADA
GOVERNOR'S FINANCE OFFICE
Governor's Finance Office

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UNCLASSIFIED JOB ANNOUNCEMENT

Posted – June 15, 2021

Administrator, Office of Project Management

RECRUITMENT OPEN TO:

This is an open competitive recruitment, open to all qualified applicants. This position is appointed by and serves at the pleasure of the Director of Project Management.

AGENCY RESPONSIBILITIES:

The Office of Project Management is tasked with implementing a new ERP system for the State. Once the implementation of the system is complete, the office will continue to support the system through the Center of Excellence (COE). The office will also continue to support other Statewide projects and to support other agencies through Project Management training.

APPROXIMATE ANNUAL SALARY:

Up to \$126,515 plus benefits * (*Salary range reflects retirement (PERS) contributions by both the employee and employer. An employer paid contribution plan is also available with a reduced gross salary.*)

BENEFITS:

The State benefits package includes a retirement system, paid health, vision, dental, life and disability insurance; 11 paid holidays, and paid sick and annual leave. Other employee paid benefits such as deferred compensation plans are available.

POSITION DESCRIPTION:

This position is within the Office of Project Management supporting the SMART 21 (Enterprise

Resource Planning) ERP project. This position is located in Carson City. Incumbent will serve under administrative direction of the Director and operates as the State Functional Lead for Enterprise Resource Planning (ERP) for the State of Nevada. Assist in the identification and development of project management roles, team configurations and recruitment appropriate to deliver PMO goals and objectives; assist in the identification and implementation of project management processes, methods, tools, guidelines, standards, policies and procedures. Provide guidance and leadership to identified lead Subject Matter Experts (SME) in the areas of Human Resources, Financial, Procurement and Budget; review established requirements and priorities of the lead SME/s to establish a cohesive "big picture" for the statewide ERP solution. Coordinate with Organizational Change Management (OCM) and Business Process Re-Engineering (BPR) SME's to facilitate synergy; ensure functional requirements are defined and business process changes are identified in order to facilitate the adoption of solutions and process improvements. Coordinate and lead State staff and vendor teams to communicate State functional requirements and to assist the State in its understanding and evaluation of proposed solutions; make presentations before legislative committees, executive committees and/or other entities to explain needs, priorities and outcomes; participate in public hearings, meetings and conferences to explain processes and resolve concerns and problems; establish and maintain positive working relationships with staff, senior leadership and key stakeholders. Develop, implement and submit analytical, narrative and statistical reports regarding assigned projects as required. Supervise, coach and mentor staff and project leads as required. Perform related duties as assigned.

TO QUALIFY:

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

POSITION LOCATION: Carson City, Nevada

LETTERS OF INTEREST AND RESUMES WILL BE ACCEPTED UNTIL THE POSITION IS FILLED

TO APPLY:

Please submit a resume, letter of interest, and three professional references at:
<https://career-hcm20.ns2cloud.com/sfcareer/jobreqcareer?jobId=2303&company=SONHCM20>

The State of Nevada is committed to Equal Employment Opportunity/Affirmative Action in recruitment of its employees and does not discriminate on the basis of race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.