



VACANCY ANNOUNCEMENT

March 10, 2015

Project Manager – Kansas Business Center

Summary

The Information Network of Kansas (INK) seeks the services of a project manager to oversee all aspects of the development and operation of the Kansas Business Center (www.kansas.gov/business/). The Center is comprised of a suite of online services supporting new and existing businesses in Kansas. This position is an unclassified employee of the Information Network of Kansas (www.kansas.gov/about/) and reports to the Kansas Secretary of State in his role as executive sponsor for the Kansas Business Center program.

Duties include overseeing the development and implementation of the vision for the Kansas Business Center (KBC) with the Kansas Secretary of State, Governor, and the KBC Advisory Council; working with internal and external business partners in the design, development and promotion of KBC applications and activities; identification, planning, and day-to-day direction and management of related projects and the work of contractors engaged in building and maintaining KBC-related services; monitoring and reporting the status and progress of these activities to the executive sponsor and advisory council.

At INK, we are looking for an exceptional professional who enjoys being part of a fast-paced and innovative environment. We value individual contributions in a team setting and we are proud to offer an excellent compensation package, which includes a complete suite of benefits for full-time employees.

Other benefits include:

- Medical, Dental and Vision Insurance
- Life Insurance
- Short/Long Term Disability
- 401(k) Plan

Job Description

Specific duties of the KBC Project Manager position include:

Facilitate the Project

- **Vision.** Facilitate the development of the ongoing roadmap and establishment of priorities for the delivery of Kansas Business Center services in alignment with the vision of the Kansas Secretary of State, Governor, KBC Advisory Council, and state plans for economic development activities.
- **Innovation.** Actively explore innovative business and technical solutions, partnerships, and operating models to advance the vision, goals, and objectives of the Kansas Business Center and advise project sponsorship and stakeholders on opportunities to further the KBC vision.
- **Customer-focus.** Integrate the voice of the customer as represented by Kansas citizens, entrepreneurs, and professional associations into the design and delivery of KBC services.
- **Delivery.** Ensure the timely and efficient delivery of new and existing services that meet the high standards for quality and responsiveness anticipated in the KBC vision.
- **Integration.** Work across vertical and horizontal government silos to champion collaborative approaches to the delivery of government service to business, along with the sharing of data, where appropriate. Develop and advocate for statewide IT and business policies that support the KBC vision, as well as interagency and external partner agreements required for timely and efficient operation of Kansas Business Center services.
- **Education and Best Practice-sharing.** Promote knowledge and best-practice sharing across state government in common implementation of business-facing initiatives, as well as training in the technologies that support next-generation electronic service delivery and data sharing.
- **Promotion.** Promote the achievements, value, and opportunities associated with the program to Kansas agencies and business. Position the KBC as a “first choice” partner for business service delivery at all levels of Kansas state government.
- **Financial.** Develop the financial plan. Maintain and report throughout the project lifecycle.

Manage the Work

- **Facilitate the Integration of New KBC Services.** In concert with state agency project managers, the executive sponsor, and the KBC Advisory Council, establish success metrics for the services associated with the revised Kansas Business Center. Monitor progress, identify and resolve issues, develop strategies to increase ease of use and adoption and ensure the effectiveness of support for both ongoing and newly staged services affiliated with the KBC.
- **Identification of New Initiatives.** Collaborate with the business community, professional associations, government agencies, the INK Board, the executive sponsor and KBC Advisory Council to identify new initiatives for business service improvements for implementation as

part of the Kansas Business Center. Review enterprise project planning documents at the state and local level to identify opportunities for collaboration and innovation in the delivery of services to business. Advise agency and partner executives on integration of KBC service standards, processes, and technologies into strategic and tactical business and technology planning efforts.

- **Project Proposal Development and Portfolio Management.** As new initiatives or enhancements are identified, perform preliminary research to develop proposed project concept and scope definition documents, high-level estimates of costs, benefits, and associated schedules for use by the executive sponsor and KBC Advisory Council in selecting projects and assigning their priority in the project pipeline.
- **Project Management.** As projects are selected for implementation, perform the full lifecycle of project management activities including the completion of project initiation, planning, execution, monitoring and controlling activities in accordance with generally accepted project management principles and the state Information Technology Project Management Methodology (ITPMM) standards. Such activities include the preparation of project schedules, planning and communication documents. Resolve, trace, and escalate critical issues to minimize project risk. Day-to-day monitoring of project progress, and periodic reporting to the executive sponsor, KBC Advisory Council, and other interest parties on project status.
- **Manage Vendors and Contracts.** Plan procurements of technology and services to achieve project objectives, including the development of requests for proposals, evaluation criteria, managing the contractor selection process, contract administration, and related vendor management activities.

Desired Skills and Experience

- 5+ years of experience managing the full IT project lifecycle at both small and enterprise scale on projects involving multiple stakeholders and organizations, including private sector partners, preferably in a diverse government environment.
- Demonstrated ability to interface with executive level management on program-level status, risk, and issues; Ability to drive to consensus when discussing complex, controversial policy matters and to deal effectively with sensitive public, political and agency specific issues.
- Strong oral and written communication skills, including the ability to translate complex ideas into easy to understand language; Experience with senior-level presentations, including cabinet and legislative officials.
- Ability to manage multiple tasks under tight deadlines; exceptionally self-motivated and directed with a keen attention to detail and organization.
- Knowledge of emerging distributed identity, web services, and data exchange technologies.
- Experience with strategic planning and development of business and information technology policy and technical standards. Demonstrated thought leadership and ability to foresee business and technology trends and policy needs.

- Thorough knowledge of Kansas laws, regulations, and policies with regard to IT Project management, state architecture and agency operations.
- Master's degree in Business, IT Management, or a related subject. PMP or State ITPMM certification must be obtained w/in 18 months of employment.

APPLICATION DEADLINE

Application materials must be received by **March 25, 2015**.

HOURS & SALARY

The secretary of state's office is located in downtown Topeka and our hours of operation are Monday through Friday, 8:00 am to 5:00 pm. Salary information available upon request.

APPLICATION REQUIREMENTS

1. Secretary of State Employment Application http://www.sos.ks.gov/about/about_resources_job.asp
2. Kansas Tax Clearance Certificate <http://www.ksrevenue.org/taxclearance.html>
3. Resume Email to: hr@sos.ks.gov

EMPLOYMENT PHILOSOPHY

The goal of the Office of the Secretary of State is to hire the best available employee. The office does not discriminate on the basis of race, color, gender, sexual orientation, gender identity, religion, national origin, ancestry, age, military or veteran status or disability status in the employment and treatment of its employees or in the admission or access to its programs and activities. The Secretary of State's office is an equal opportunity employer.

CONTACT INFORMATION

Please contact Kay Curtis, Director of Public Affairs and Human Resources, for information regarding your application or the application process.

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