

**Salient Corporation  
POSITION DESCRIPTION**

|  |   |
|--|---|
| <b>Position:</b> Senior Project Manager      |   |
| <b>Department:</b> Health and Human Services | <b>Reports to:</b> Senior Director Corporate Planning |
| <b>Job Classification:</b> Exempt            |   |

**PURPOSE:** The Salient Public Sector Project Manager oversees the planning, implementation, and tracking of enterprise projects, across organizations to facilitate the efficient execution of contract requirements to ensure timely revenue generation while maintaining a high degree of customer confidence and satisfaction.

**DUTIES & RESPONSIBILITIES:**

The Project Manager performs a wide range of duties including some or all of the following on one or more projects for a customer:

*Plan the project*

- Facilitate the evaluation of business and system requirements to establish project scope, goals and well-defined deliverables in collaboration with the client and senior management
- Create a detailed work plan and schedule which identifies dependencies and sequences the activities needed to successfully complete the project
- Determine the resources (time, money, equipment, etc) required to complete the project
- Review the project schedule with the senior management and all other staff that will be affected by the project activities; revise the schedule as required
- Determine the objectives and measures upon which the project will be evaluated at its completion

*Staff the project*

- In consultation with the appropriate managers, select staff with appropriate skills for the project activities
- Manage project staff according to the established policies and practices of the organization
- Ensure that all project personnel receive an appropriate orientation to the organization and the project
- Contract qualified consultants to work on the project as appropriate

*Implement the project*

- Execute the project according to the project plan
- Use Salient’s standard forms and records to document project activities
- Ensure that all project information is appropriately documented and secured
- Monitor the progress of the project and make adjustments as necessary to ensure the successful completion of the project

- Establish a communication schedule to update stakeholders on the progress of the project
- Review the quality of the work completed with the project team on a regular basis to ensure that it meets the project standards

*Control the project*

- Write reports on the project for management and for clients. Communicate with clients as outlined in contracts
- Perform risk management throughout the project life cycle
- Monitor and approve all budgeted project expenditures
- Control billing and revenue recognition based on project milestones
- Monitor budget projections and report actual and variance to senior management on a regular basis
- Ensure that all project artifacts are up to date
- Prepare financial reports and supporting documentation as outlined in contracts

*Evaluate the project*

- Ensure that the project deliverables are on time, within budget and at the required level of quality
- Evaluate the outcomes of the project as established during the planning phase

Strictly adhere to Salient and Client security policy and procedures. Participate in establishing a Project Management Office including the institutionalization of project management tools, standards, processes and procedures consistently across Salient.

**Complexity of Work & Decision-Making:** High

**Measures of Performance:** Ability to successfully organize and manage multiple projects concurrently, and strong communication, teaming and coordination skills.

**QUALIFICATIONS:**

**Education** Bachelor’s Degree in Business or related field; PMP Certification desired

**Experience** 5-8 years planning and/or management experience

## **Required Skills or Knowledge**

### *Knowledge, skills and abilities*

- Demonstrate the ability to provide Enterprise-wide project management for \$2-4 million portfolios
- Possess facilitation and meeting management skills that would include internal and customer senior level management participation on complex projects

### *Proficiency in the use of computers for:*

- Project Schedules
- Word processing
- Simple accounting
- Data base management
- Spreadsheets
- E-mail
- Internet

### *Personal characteristics*

The Project Manager should demonstrate competence in some or all of the following:

- **Behave Ethically:** Understand and model ethical behavior and business practices, and ensure the behavior of others is consistent with these standards.
- **Communicate Effectively:** Speak, listen and write in a clear, thorough and timely manner.
- **Creativity/Innovation:** Develop new and unique ways to improve operations and to create new opportunities.
- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problem, and make decisions that enhance organizational effectiveness.
- **Lead:** Positively influence others to achieve results that are in the best interest of the organization.
- **Make Decisions:** Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.
- **Organize:** Set priorities, develop a work schedule, monitor progress towards goals, and track details/data/information/activities.
- **Plan:** Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.
- **Solve Problems:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

**Language Skills:** Ability to read and write routine correspondence; ability to communicate effectively with staff and other individuals; ability to convey concepts clearly and concisely; ability to appropriately tailor messages to a given audience.

**Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to understand and communicate mathematical concepts.

**Reasoning Ability:** Ability to define complex problems, establish plans, schedule, motivate others to perform, track results, establish facts and draw valid conclusions.

**Physical Demands:** This position is based in Albany, NY and will require 10-15% travel. The position may require extended hours.