

**EMPLOYMENT OPPORTUNITY
MISSISSIPPI DEPARTMENT OF EDUCATION
359 North West Street
P. O. Box 771
Jackson, Mississippi 39205-0771
Hinds County**

POSITION ANNOUNCEMENT

**EDUC-BUREAU DIRECTOR II
(PROJECT MANAGEMENT DIRECTOR)
(NON-STATE SERVICE, TIME-LIMITED)
OFFICE OF TECHNOLOGY AND STRATEGIC SERVICES (OTSS)**

Salary Range: \$74,119.09 - \$129,708.40

The Mississippi Department of Education (MDE) is seeking to employ an Educ-Bureau Director II for the Office of Technology and Strategic Services (OTSS). MS Connects, support to districts and modernizing MSIS combine to create a complex and multi-year project. OTSS has been working to increase its project management capacity, develop project management tailored to support this project, and lead the project management team through this undertaking. OTSS needs a capable Project Management Office

Responsibilities will include, but are not limited to the following:

- Manage IT Projects and work in conjunction with the State IT Department to facilitate agency wide procurement efforts
- Work with the Executive Leadership Team to Develop and Manage an Enterprise Project Portfolio
- Establish project management standards, including but not limited to, process/procedures, documentation/tracking tools and templates to set and manage goals and priorities
- Develop a comprehensive project repository, and analyze past IT projects to improve the ability to estimate cost and resource requirements for future IT projects
- Manage, Develop and Mentor OTSS Project Management Office (PMO) Team, and increase overall OTSS PM capacity
- Establish and implement agile project management methodologies, including coaching and advising product teams, developers, and product owners to be successful in their roles
- Manage a wide array of IT related projects within the agency, including but not limited to, system modernizations, digital learning initiatives, and statewide professional development delivery related to those initiatives
- Develop metrics and reporting mechanisms to inform the CIO and agency leaders on the health of individual projects and the overall project portfolio
- Manage and oversee product specific teams to ensure appropriate planning, execution, and review cycles are effective and that milestones are collaboratively defined and delivered

Special Qualifications:

- Knowledge of PMI standards and processes, and success in managing IT projects
- Use of project management and work management tools such as Azure DevOps and JIRA
- Experience with Information Technology Project Management and K-12 Education are a plus
- Project Management Professional (PMP) or Program Management Professional (PgMP) certification from the Project Management Institute (PMI) is a plus

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

A Master's Degree from an accredited four-year college or university; **AND** eight (8) years in the special experience defined below, four (4) years of which must have included line or functional administrative or advanced technical supervision.

OR

A Bachelor's Degree from an accredited four-year college or university; **AND** nine (9) years in the special experience defined below, four (4) years of which must have included line or functional administrative or advanced technical supervision.

Special Experience:

Employment must have been in an administrative, professional capacity in an area of work related to the functional responsibility of the bureau in which the position exists. In those bureaus where registered specialists provide the primary sources of functional and technical knowledge for planning and accomplishing the mission of the bureau, the incumbent must also be registered and experienced in that profession. Work experience must have included supervising and coordinating a variety of functions.

Documentation Required:

Applicant must attach a valid copy of his/her certification or registration, when applicable.

Applicants for the position must apply online at www.mspb.ms.gov. (To inquire about this position, please contact Sarita Donaldson at sdonaldson@mdek12.org or 601-359-3487.)

The deadline for application submission is October 28, 2021. Applicants selected for an interview will be contacted by phone.