



We are currently accepting applications for the full-time position of:

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## **Information Services Project Manager / Business Analyst**

**Starting Salary Range: \$67,882 - \$74,128**  
**Full salary range to \$85,514**  
**With excellent benefits**

<b>Application deadline February 1, 2017</b>
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### GENERAL PURPOSE

This position will provide both Information Technology (IT) project management support and leadership to understand business needs and requirements and translate them into technical solutions that deliver high quality services to Town residents, visitors and others who avail themselves of municipal services.

This is an opportunity to join a team of municipal IT and other professionals working to further enhance communication in a historical community with dedicated employees and engaged residents

The IS Project Manager will facilitate and lead cross-functional projects involving diverse team members and leadership from Town departments, and will work under the supervision of the Town's Chief Information Officer.

### DUTIES AND RESPONSIBILITIES

Work both independently and with other staff to understand business needs, challenges, and requirements. Lead the development and execution of subsequent IT projects. Areas of focus may include development and application of new technologies, applications, Software as a Service (SaaS) services, vendor contracts, and IT training projects.

Assist in or lead IS development initiatives. Facilitate change to integrate new technologies, practices and procedures throughout the municipal organization.

Assist in or lead the development of project budgets and related expense tracking.  
Produce reports and documents for use by the Chief Information Officer and decision makers.

Provide project management support to the organization. Facilitate and mentor project teams for

major IT initiatives. Ensure that municipal employees continue to learn about and increase their use of project management concepts and tools.

Incorporate key stakeholder needs into project plans and maintain communication throughout the process.

Manage project implementation. Ensure that projects are carried out according to scope, schedule and budget.

Track and resolve problems that occur during the course of a project, reporting major issues to the Chief Information Officer and obtaining prior approval for major deviations from plans.

Ensure that selected systems, solutions and/or services meet the needs of the department(s) as developed in the needs assessments, requirements gathering process.

Communicate with equipment, software, and service vendors and external consultants to define, discuss, and document departmental needs.

## QUALIFICATIONS

Bachelor's degree in Information Technology, public or business administration, or equivalent work experience. Industry standard certifications in Business Analysis (CCBA, CBAP, PMI-PBA), Project Management (PMP) preferred.

Five to seven (5-7) years of increasingly responsible experience in

- Interacting with diverse business team in understanding their needs and challenges and translating them into technology solutions.
- Managing increasingly complex and diverse Information Technology projects.

or any equivalent combination of education and experience.

Knowledge of:

Industry standard and accepted methods for documenting, reporting, and communicating business requirements and processes.

Basic characteristics of information technology projects, technology infrastructure and establishing IT goals and priorities.

Principles and practices of program development, administration and evaluation; project management and organizational development; change management.

Pertinent Federal, State and local laws, codes and regulations.

Microsoft Office Suite and one or more major enterprise applications in the areas of finance, data and records management, permitting, GIS or operations management.

Proficiency with project management and business analysis best practices.

Ability to:

Develop IT goals, and objectives, and implement work plans and procedures.

Plan, organize, and coordinate the work of staff; facilitate group processes and work collaboratively with project related stakeholders

Research, analyze and evaluate new IT service delivery methods and techniques.

Monitor project activities. Resolve conflict, report outcomes in a timely and appropriate manner, and facilitate project transition to operational status.

Communicate clearly and concisely, both orally and in writing. Ability to effectively communicate technology solutions to non-technical audiences.

#### **APPLICATION PROCESS**

All applicants are required to complete a Town application form with a cover letter and resume. The application is available from the Internet at [www.lexingtonma.gov](http://www.lexingtonma.gov), emailing [jobs@lexingtonma.gov](mailto:jobs@lexingtonma.gov), calling (781) 698-4590 or by visiting the Human Resources Department. Resumes may be attached to the application form as additional information, but cannot serve as a substitute for completing the required application form.

Applicants will be required to undergo an extensive background check including CORI screening.

**Applications and resumes must be received in the  
Town's Human Resource Department  
By February 1, 2017**

The Town reserves the right to modify the application deadline, and/or accept applications after the deadline, to best serve the interest of the community.

After the deadline all applications will be reviewed and the most highly qualified candidates will be invited to one or more interviews. All applicants will be notified of their standing in the process as soon as a decision has been made regarding their individual application.

Individuals who need accommodations in order to participate in this process should contact the Human Resources Department.

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Questions regarding this hiring process should be addressed to the:  
Human Resources Department  
Town of Lexington  
1625 Massachusetts Avenue  
Lexington, MA 02420  
(781) 698-4590

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