

Position Profile

April 5, 2016

Government Systems Project Manager –
Welfare & Human Services



Mathtech, Inc. is a strategy and consulting services firm with offices in New Jersey, Virginia, and Arizona. With over 50 years of history serving the Federal Government, States, Non-Profit organizations, and Commercial organizations, Mathtech carries a strong reputation for successfully completing projects and working collaboratively with our clients.

Mathtech is seeking a qualified individual to join our consulting practice as a Project Manager. This individual would work on a critical client project as part of a team. Duties will include: helping clients define vision and priorities for their organization, develop strategic plans for IT and Operations, review existing processes and recommend improvements, define requirements for new systems, develop Request for Proposal documentation and assist with the procurement process, develop roadmaps for moving to new systems. The qualified applicant will have demonstrated large project oversight experience including schedule creation and management, risk and issue management, and excellent facilitation, writing, and client relationship skills.

Position Responsibilities:

- Provide project management, including project planning, tracking, budgeting, scheduling and reporting
- Monitor adherence to all established project budget, schedule and performance milestones and report deviations with mitigations
- Develop project status reports for client management; develop executive status reports for Mathtech and client executive management
- Manage teams to complete specified deliverables to defined criteria and timelines
- Facilitate, with Business Analyst support, review of client business process and elicitation of requirements from clients
- Oversee Business Analyst writing of specifications, process flows, business process re-engineering analysis and design documents
- Identify, analyze and work with the client to implement or define projects to implement business process improvements
- Facilitate project issue resolution

Position Requirements:

- Bachelor's Degree
- Project Management Professional (PMP) Certification preferred
- 5 years of experience working or consulting in the public sector human services delivery domain
- Experience with public sector human services system modernization projects
- Demonstrated experience with public sector child welfare programs (including knowledge of SACWIS and/or CCWIS standards)
- Experience with IAPD development
- Experience with IBM Jazz for requirements documentation
- Experience with child welfare or human services technology vendor evaluation
- Demonstrated project management experience including establishment of, and adherence to, project management processes, templates, metrics and standards
- Demonstrated ability to facilitate business operations and technical user groups to elicit requirements
- Demonstrated executive presentation experience
- Demonstrated initiative and ability to work in a self-directed manner to accomplish objectives
- Demonstrated ability to be organized and multi-task; establish and follow priorities
- Proficiency in using the full Microsoft-based office suite of including SharePoint
- Ability to work on-site at the client site full-time

Work Location: Richmond, VA

Duration: 9-12 months

To apply, respond to recruiting@mathtechinc.com with the Position Title in the subject line of your email; please include a recent resume and a completed Requirements Matrix if attached to this profile.