

Job Description

IT Project Manager II

The Wireless Communication Commission (WCC) is seeking a qualified person for the role of IT Project Manager II. This position defines systems scope, objectives, and functionality based on user input and understanding of business processes. Provides the basis for the design or modification of information systems through business analysis and documents requirements. Typically works on more complex, larger and higher impact or risks projects and systems. Will typically design and devise more optimal systems and processes based on broader experience. May be responsible for post implementation training.

- Responsible for overseeing the scope and objectives of large-scale inventory of assets including:
 - identifying operational hardware, software, and physical equipment
 - identifying appropriate resources
 - establishing timelines and accountabilities
 - mapping the current inventory workflows and functional processes
 - optimize tracking, deploying, recovering and documenting assets
- Responsible for overseeing the scope and objectives of large-scale database housing MSWIN system subscribers information including:
 - identifying user information, locations, affiliations, and reports
 - establishing timelines and accountabilities
 - mapping the current workflows and functional processes of data entry
 - optimize tracking, deploying, recovering and documenting data
- Assists with financial processes ensuring state law compliance, as needed.
- Provides staff training, as needed.
- Other duties, as assigned.

What you'll need to be successful:

Strong organizational skills, attention to detail, focused, good communicator, willingness to learn, self-starter, and team player.

Preferred Qualifications:

Candidates should be experienced with Microsoft Office Suite, written grammar skills, office procedures and accounting practices, and State of MS procurement rules and regulations. Typically requires a bachelor's degree and minimum of 6 years of relevant experience. Experience may be substituted for education.

Benefits: Flexible schedule, Insurance: Health, Life, Dental, Vision, other supplementals, Paid Time Off/Holidays, Retirement Plan (PERS), Employee Assistance Program (EAP)
This position is on-site in Jackson, MS

Salary: \$60,906.98 - \$85,632.16

Interested applicants should email their resume and/or a State of Mississippi Application to Michelle Denham at mdenham@wcc.ms.gov and include WCC IT Project Manager II in the email's Subject Line.

OCC: 9514

Pay Grade: IT07