

CONNECTICUT HOUSING FINANCE AUTHORITY  
PROJECT MANAGER – INFORMATION TECHNOLOGY

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**Open To:** The Public

**Location:** 999 West Street Rocky Hill, CT 06067

**Hours:** 7.50 hour days, 37.50 workweek

**Closing Date:** April 17, 2014

The Connecticut Housing Finance Authority is inviting applications for a full-time Project Manager – Information Technology position. The Project Manager – Information Technology will be responsible for managing all aspects of IT related projects including project and/or program initiation, scope management, time management, cost and risk management effects. Uses project management skills to manage project roles, identify resource requirements, meet training needs, define project deliverables, provide customer satisfaction and reporting structures and insure quality of projects.

**Examples of Duties:** Drive and coordinate activities to ensure the successful delivery of technology related services through the defined phases of the project life cycle. Implement and enforce project standards, best practices and processed for all IT projects, including process/documentation evaluation and improvement. Plan, schedule, estimate, forecast, coordinate and manage delivery of all IT deliverables and related release initiatives. Develop detailed project schedule for systems implementation, including hardware and software setup and configuration, interface development and configuration, application configuration, testing, training, and rollout. Effectively apply appropriate project and development methodology and enforce project and development standards. Assume responsibility and drive ownership for issue resolution. Ensure project is completed within budget and on time. Follow PMI standards to manage projects through the project lifecycles of initiation, planning, execution and rollout. Develop project tracking and variance reports. Assemble risk management plans and work effort documents. Manage multiple vendors. Utilize in-depth technical knowledge and business requirements to design and implement secure solutions to meet customer/client needs while protecting the Authority's assets.

**Minimum Qualifications:** Ten (10) years of experience in computer or network operations, production control, systems development, information technology analysis and planning. Five (5) years in an Information Technology environment, including (3) years of project management responsibility. Substitutions Allowed: College training in computer science, management information systems or a closely related field may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling on half (1/2) year of experience to a maximum of four (4) years for a Bachelor's Degree. A Master's Degree in computer science, management information systems or a closely related field may be substituted for one (1) additional year of the General Experience.

**Additional Qualifications and skills:** Certification as Project Management Professional (PMP) is required. Experience with Project Management automation tools such as Microsoft Project™. Ability to lead the entire project lifecycle of application and technology system projects to successful completion which includes requirements, design, procurement, build, test and deployment. Experience with SDLC and Quality Assurance methodology standards and best practices. Strong interpersonal and leadership skills with ability to interact with various IT and business departments/project teams. Ability to manage priorities across multiple teams and projects. Strong analytical, planning, and organizational skills. Excellent written and oral communication skills.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and salary requirements to:

**CONNECTICUT HOUSING FINANCE AUTHORITY, HUMAN RESOURCES DEPARTMENT  
VIA [WWW.CHFA.ORG](http://WWW.CHFA.ORG) UNDER CAREER OPPORTUNITIES**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.