



EMPLOYMENT OPPORTUNITY
Posted 10/26/09

Job Title	Project Administrator II
Department	Information Services
Reports to	IT Enterprise Engineering
Position Summary	<p>The position will be responsible for documenting process flow, tasks, owners, and system requirements in close coordination with the project management team. Ensure that implementation issues, concerns, and problems are addressed or escalated as appropriate. For assigned projects, this individual handles all service delivery issues with the local vendors, owns vendor management, and coordinates support from Engineering, Operations, and the Project Engineering Sponsor. This individual is also responsible for oversight of infrastructure documentation as well as inventory and asset management. Interface with various vendor companies, equipment suppliers, and maintenance and installation representatives providing services to ensure the successful completion of projects.</p>
Essential Functions	<ul style="list-style-type: none"> • Evaluate, analyze, address and document the technical and organizational impacts of new service deployment and changes to existing infrastructure services. • Produce, review and maintain service design documentation for infrastructure service offerings (<i>detailed requirements specifications, testing strategy, deployment strategy, migration plans, back-out strategies etc.</i>) • Work with project stakeholders to gather, document and maintain project requirements, scope, project schedules and implementation plans. • Work closely with customers to test, design, and plan for deployments of new products and features. • Analyze and understand requirements, organization functions, and decision making processes. • Produce solutions that fulfill requirements within budget and schedule constraints. • Provide hands on implementation and configuration as needed. Collaborate with the operations groups in the implementation of major maintenance activities and infrastructure improvement initiatives
Key Qualifications	<ul style="list-style-type: none"> • Basic understanding of LAN/WAN, Servers, PC's • Able to monitor resources & tasks during project implementation • Ability to create and maintain Infrastructure Documentation • Advanced knowledge and capabilities with MS PowerPoint, Excel, Word, Outlook. • Demonstrated writing and analytical skills. • Take charge, strong initiative and the ability to multitask. • Creativity and strong "follow-through skills". • Ability to work and think independently, be ambitious and maintain a high energy level • Managing the relationship of vendors and contracts (hardware, software as well as consultants) within the Infrastructure team. • Coordinating renewals with various contract owners to ensure accuracy and completeness. • Maintain budget and review contracts to help identify issues or potential opportunities for savings or improvement. • Ability to interact successfully with all levels of users, vendors, and project stakeholders. • Anticipate and manage unexpected or non-routine situations • Possess strong organizational and analytical skills

	<ul style="list-style-type: none">• Understand both business and technology needs involving equipment life-cycle and reporting needs.• Demonstrate a basic understanding of IT architecture, infrastructure and networking,• Ability to stay motivated and perform work independently.• Negotiation, verbal and written communication skills. Time management skills; ability to meet deadlines.• Root cause analysis (RCA) skills; problem solving skills. <p>Education : College diploma or university degree in the field of computer science, information systems, computer engineering or equivalent experience</p> <p>Experience: 3-5 years previous work experience in Information Technology, with at least 2-3 years in a Business Analyst or Project Coordinator role</p> <p>License / Certification: CCNP, CCDP, CCSP certifications or equivalent experience</p>
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For consideration: Fax resume to (714) 347-7540 or e-mail to: SJHSHR@STJOE.ORG.