Sample Job Descriptions: IT Portfolio Management Analyst

IT Portfolio Management Analyst

Job description:

Local government is undergoing radical change and much of it is being powered by new technologies.
The City of Palo Alto's IT Department is one of the game-changing agencies in the US, leading the use of innovation to power the next generation of government services. We are looking for big thinkers and leaders to help create a model for local democracy.
Are you that person?
The Information Technology Department is seeking an experienced, high energy IT Portfolio Management Analyst for our Project Services division.
Be part of something amazing. We'll be waiting for you.

Job Overview-*That's a cool job! I want it!*

The City of Palo Alto Information Technology Department is recruiting for an IT Portfolio Management Analyst (Senior Technologist) that will report to the Project Services Manager. This position will be responsible for facilitating the management and process for analyzing value; evaluating risk; prioritizing; and onboarding new technology project requests to ensure alignment with organizational strategy. A key goal when working with representatives from across the organization will be to develop an approved and evolving multi-year IT projects roadmap that aligns with the City and department capabilities and goals.

The successful candidate will also work closely with the office of management and budgets (OMB) and the IT department budget leader to plan and align with the fund request process and available funds.

 Essential Duties: *Essential duties-I can do this and make a real difference!*

- Help define and implement portfolio management (IT Project Governance) policies and processes to support fact-based decisions on investments into Information Technology projects
- Continuously improve the IT governance and planning capability for the City by integrating optimal ways of planning and organizing, acquiring and implementing, delivering and supporting, and monitoring IT (solutions) performance
- Build trusted and effective relationships working with project managers to ensure they deliver on-time, on-budget, on benefit and on-quality (and intervening to resolve issues as required)

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- Participate in discussions and activities regarding IT project funding, resourcing and prioritization while advocating for the business as it relates to programs and projects
- Facilitate request intake and ideation process
- Navigate processes for funding and execution of IT programs and projects Perform portfolio balancing activities
- Move program and projects through portfolio planning and execution
- Understand, evaluate and manage risks to the portfolio
- Apply knowledge of Project and Program Management to solve problems in unique and non-repetitive scenarios
- Assist customers in defining business requirements
- Chair the organization's Governance Review Board (GRB) to enforce structure that links IT processes, and IT resources to the organization strategies and objectives
- Serve as a counselor to and catalyst for department managers in identifying areas for technology improvement and/or technology use improvement
- Work with team to meet division goals
- Be part of an enthusiastic team that depends on measures to define success. Learn and grow
- Develop your professional skills and your career through department-wide and individual training.

Minimum Qualifications: *Minimum Qualifications-Got It!*

- University or college degree
- 4 + years of IT Governance/Portfolio Management experience
- 2 + years of experience in project coordination, management and/or project delivery accountability
- PMP Certification or equivalent experience
- Excellent verbal and written communication skills
- Excellent critical thinking and problem solving skills

Ideal Candidate: *Ideal Candidate-I've already done that or have that!*

- Excellent soft-skills greatly preferred, e.g. adaptability, emotional intelligence, perseverance, active listening
- Mindfulness Effective negotiating, consulting & coaching skills
- 3 - 5 years of experience in enterprise analysis
- Prior experience leading diverse and collaborative relationships across multiple teams
- Must demonstrate strong analytical, reasoning and problem solving skills

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- Ability to set priorities and adapt to changes in a quick, professional manner
- Ability to use discretion when handling confidential information
- Experience in a public sector agency
- PMP Certification
- Proven technical project management experience
- Knowledge of information security best practices
- Experience with Microsoft Office, SharePoint and Project
- Knowledge of application support principles
- Knowledge of Cloud technologies
- Demonstrated outstanding oral and written communications and interpersonal skills