MAINE TURNPIKE AUTHORITY
Job Description

Job Title: **IT Project Lead**
Department: Information Services
Reports To: Director of Information Services
FLSA Status: Exempt

Summary
Communicates with team members, including relaying briefs, connecting daily tasks to larger goals, and providing context and support. Ensures the team remains focused and on track, including addressing any conflicts or bottlenecks. Creates a vision around the project to provide team members with a sense of purpose and motivation.

Essential Duties and Responsibilities
This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.
- Lead a team of 10+ people comprised of full-time and contract employees as well as external vendors.
- Gather and analyze requirements and document the requirements.
- Design modules independently using UML tools, preferably Microsoft.
- Review all artifacts created by Developers/Senior Developers and take ownership for the quality of the artifacts before customer delivery.
- Own and drive projects throughout the SDLC phases and provide technical and process guidance to the team.
- Create Test Cases and perform testing as per specifications.

Supervisory Responsibilities
Manages the activities of the assigned project team. Reports to Director of IS.

Required Knowledge, Skills and Abilities
Demonstrated hands-on experience with data modeling required. Excellent communication skills, strong documentation and reporting skills, and onsite-offshore communication is required.

Ability to read and understand documents in English such as policies, safety rules and procedure manuals. Ability to write basic correspondence. Ability to speak effectively and to accurately convey information to staff, patrons, state and local government, and the general public in a concise and courteous manner.

Ability to apply basic mathematical and algebraic concepts such as whole numbers and fractions. Ability to calculate figures and amounts such as discounts and percentages.

Ability to apply common sense understanding to carry out instructions in written, oral or diagram form. Ability to deal with problems involving concrete variables in standardized situations. Applies good judgment in a variety of settings including stressful situations. Ability to know when to ask questions and how to find information when needed.

Education and/or Experience
Bachelor's degree (BA) from a four-year college or university in computer sciences required. Minimum of 7 years of IT experience, with 2 years' experience as a lead. Competencies in the following: Framework – one of .NET, Struts, Spring, JSF; Database – either SQL Server, Oracle or DB2, and Design – UML, design patterns, strong object-oriented analysis and design skills. Microsoft experience is preferred. Experience with enterprise-level software and hardware migrations is strongly preferred.

Physical Demands
Regularly required to sit for prolonged periods of time. Frequently uses hands to operate the keyboard of a personal computer and other office equipment. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close and distance vision.

Pay Range

Non-Confidential/Professional & Technical Group Pay Range 20.

Working Hours

Typical hours are Monday through Friday, 7:30 a.m. to 4:00 p.m. This position may be subject to some non-routine hours. Employee must be available to come in early or work late on occasion.

Work Environment

Primarily those of a professional office environment. Occasionally asked to travel and may be then exposed to wet and/or humid conditions, moving mechanical parts, fumes or airborne particles and outside weather conditions. There is greater exposure to noise when traveling and meeting at turnpike sites.

*The physical requirements and working conditions here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.