



PRINCE WILLIAM COUNTY GOVERNMENT  
invites applications for the position of:

# (Projects Coordinator) System Administrator

An Equal Opportunity Employer

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**POSITION #:** 727016

**DEPARTMENT:** FINANCE

**SALARY:** \$77,551.50 - \$131,683.50 Annually

**OPENING DATE:** 12/11/17

**CLOSING DATE:** Continuous

## **INTRODUCTION:**

*Are you passionate about human resources and financial projects, systems oversight and implementation?*

*Are you ready to undertake challenging and rewarding work, which supports a high performing organization?*

*Do you want to positively impact the community?*

If you answered yes, then consider Prince William County Government as the next step in your career.

We are seeking strong, experienced, candidates interested in being an integral part of the Functional Systems Administration team. This position will assume a lead role in Project Management, Developing Budgets, Developing Requirements, Define Scope, Monitor Scope Management, Management Proficiency, Process Improvement, Tracking Budget Expenses, Planning, Performance Management, Verbal Communication. Aligning a wide range of complex projects and work collaboratively to manage critical, complex business projects requiring data analysis and the ability to make appropriate proactive business decisions. The Projects Coordinator will provide leadership in design, implementation, communication, maintenance and administration of a wide range of HR and other projects critical to effective human capital management. Prince William County invites qualified individuals who wish to work in a high performance, accountable, innovative and fast-paced organization to apply. The most qualified individuals will be invited to participate in the next phase of the selection process.

**PREFERRED SKILLS:** Candidate should have strong project management skills, ability to communicate and work well with a range of agencies, understand complex accounting and HR systems and have experience managing critical, complex business projects.

**ENTRY SALARY RANGE:** \$77,551.50 - \$104,617.50

To view the complete job announcement and apply online please visit our career page at:

<http://www.pwcgov.org/pages/careers.aspx>

EEO/AA/M/F/D