



IT PROJECT MANAGER

Starting Salary Range: \$60,000 - \$80,000, negotiable DOQ

The City of Fredericksburg (recently named by [Southern Living](#) as one of the best small towns in the South) is looking for a leader to join our team working on a phased ERP System implementation. The primary duty of this position is project management, initially for the implementation of a Tax Billing system and ERP system support and thereafter for future IT system implementations/support. Work includes planning, installation, configuration, operations, training and maintenance of Enterprise Resource Planning (ERP) systems and applications.

Under minimal supervision, this full time position performs work to assist departments and management with the implementation and use of the ERP System. This position serves as Project Manager and is responsible for project schedules, budgets, meeting facilitation, change management and developing documentation for users. Ensures delivery of project deliverables via utilization of excellent judgment, leadership and active risk-management. Responsible for regular written and verbal project communication, including updates to City leadership. Effectively leads diverse groups of stakeholders through a decision making process to reach consensus on business process changes. Troubleshoots system related issues and serves as the liaison with the City's ERP vendor, Tyler Technologies.

This employee works with all levels of management, external agencies and vendors to achieve the City's strategic goals and objectives. Employee must use initiative and independent judgment in completing tasks. Employee must exercise tact and courtesy in frequent contact with system users. Attention to detail is important for data conversion/validation from a legacy system.

The successful applicant will have a Bachelor's degree in Information Technology, Project Management, Business Administration, MIS (Management Information Systems) or related field; supplemented by three (3) to five (5) years previous experience and/or training that includes software configuration, data analysis and design, project management; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Prior working knowledge of Enterprise Resource Planning Systems (especially Tyler/Munis, iasWorld, Energov or Bright and Associates), CAPM/PMP certification, SQL Server Database Administration or software design is a plus. Finance, business administration, local government or a related experience is also a plus. Applicant must have a VA driver's license or obtain one within 30 days of hire.

Come join us as part of a knowledgeable and energetic organization committed to excellence in serving a thriving and growing community through commitment to the [City's Core Values](#) of Agile Innovation, Abundant Compassion, Outstanding Customer Service, Energized Work Environment, Essential Engagement and Unwavering Stewardship. In

addition to offering a great work team and excellent salary, the City of Fredericksburg provides a generous benefits package. Some telework is possible, time in the office each week is likely.

While the position is open until filled, completed City Applications and resumes should be submitted before the close of business on Monday September 20, 2021. Priority will be given to applications received by **Monday September 6, 2021**.

Applications may be found at <https://www.fredericksburgva.gov/216/Employment>. Additional information may be found on the City's web page: www.fredericksburgva.gov

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