



STATE OF UTAH  
invites applications for the position of:  
**LEGISLATIVE SERVICES IT PROJECT MANAGER, JOB #33955**

**PHYSICAL ADDRESS:** Utah Legislature  
Office of Legislative Services  
W000 House Building State Capitol Complex  
Salt Lake City, UT 84114

**OPENING DATE:** Wednesday, August 24, 2022

**CLOSING DATE:** Open until filled. Applications will be considered on a rolling basis beginning Monday, August 29, 2022.

**Job Description:**

One of the coolest parts about working for the Legislative Services IT team at the State of Utah is the reach your work will have within history in government. The projects that we work on range from bill and data management to front-end web dev. As a Project Manager, you will work with our development team to facilitate Agile development processes, help innovate within application development and web development and identify areas of improvement.

**The Ideal Candidate:**

The ideal candidate will have at least 3+ years of experience managing IT related projects, with an emphasis on application development projects using Agile methodologies. This position will manage the development and implementation of IT projects that have multi-agency impact and have significant complexity. You will develop requirements, identify stakeholders and their needs; build and define project plans; establish staffing, resources and management support; establish the project's critical path, resource loading, and leveling; estimate project costs and time requirements; manage change and keep the project on course and schedule; follow established PMO processes; monitor work progress; and maintain on-going status reporting. The chosen candidate will ensure the hardware and software meet the agency's security requirements; create and coordinate testing plans, including accessibility testing.

**Job Duties:**

- Facilitate communication and collaboration and identify ways to improve the efficiency of the development team.
- Manage the development lifecycle from requirements through delivery.
- Identify and remove the impediments for the team.
- Monitor and report on team progress, manage tools to track stories and bugs to complete resolution.
- Schedule and conduct meetings such as sprint planning, standups, retros, demos, and requirements gathering.
- Document decisions and plans as they are made.
- Groom backlog and ensure up-to-date status in software management tools (e.g. Jira/Trello) and recording of all relevant information.



# Office of Legislative Services

Debbie Cragun, Legislative Services Administrator  
Cameron Blair, IT Administrator

350 North State Street | Suite 23 | Salt Lake City, UT 84114

- Facilitate meetings which include stakeholders from multiple levels and functions.
- Work closely with the agency to capture product requirements/needs.
- Create and maintain project documentation throughout entire project.
- Maintain on-going status reports of projects.
- Actively contribute to problem resolutions; work with supervisor to approve system changes and establish project priorities.
- Coordinates projects and ensures adequate administrative controls, quality, and procedural efficiencies.
- Sets goals, establishes priorities, manages resources, develops concepts and approaches, reviews projects progress and results; makes project management decisions.
- Provides technical assistance on agency issues, services, program(s), and/or computer hardware and software, etc.
- Other tasks as assigned.

## Required Qualifications:

- Bachelor's degree in a STEM field or equivalent experience.
- 3+ years of experience as an IT project manager or scrum master.
- Experience with iterative and incremental development and Agile methodologies.
- Knowledge of multiple Agile approaches, like Kanban, SAFE, etc.
- PMP or similar certification a plus but not required.
- Ability to resolve conflict and manage expectations.
- Strong knowledge of software development processes and procedures.
- Comfortable with Agile artifacts such as User Stories, Continuous Integration, TDD, etc.
- Passion for objective metrics and data driven decision making.
- Knowledge of tasks, backlog tracking, burndown metrics, velocity, user stories etc.
- General understanding of, and conversant regarding web applications, back-end systems, and other technical concepts.
- **Must be able to work extended hours during the legislative session, on interim days, and as needed throughout the year**
- **Must be non-partisan**

**Salary Range: \$37.31 to \$49.71** per hour plus comprehensive medical, dental, leave and retirement benefits.

## Application Instructions:

**Submit a cover letter and resume to [hr@le.utah.gov](mailto:hr@le.utah.gov). Incomplete applications will not be considered. Only those applicants selected to interview will be contacted.**