



# NHRS

New Hampshire Retirement System

## NEW HAMPSHIRE RETIREMENT SYSTEM

### POSITION DESCRIPTION

#### IT Project Manager

**Position Title:** IT Project Manager

**Functional Area:** Information Technology (IT)

**Date Established:** 11/2024

**Title of Supervisor:** Applications Manager

**Date of Last Amendment:** 8/26/2025

**NHRS Position Band:** L

**Collective Bargaining Unit Status:** In unit

**FLSA Status:** Nonexempt

**Supervises:** None

#### SCOPE OF WORK:

The IT Project Manager will lead multiple concurrent projects from initiation to completion, managing timelines, budgets, and cross-functional teams. This role coordinates with stakeholders across all departments and external vendors to deliver projects on time, within scope, and on budget. The IT Project Manager is accountable for all assigned project deliverables and outcomes. This role requires the ability to transition between strategic project oversight and direct execution of project work. The IT Project Manager works closely with the Applications Manager to ensure a smooth-running Project Management Office, including assisting with the creation and adjustment of templates, creation of reports for various consumers, and providing training on the use of different PM resources available in the organization.

#### ACCOUNTABILITIES:

- Lead multiple concurrent projects from initiation to closure, managing timelines, budgets and resources.
- Develop project plans, schedules and documentation that enable stakeholder collaboration and process success.
- Coordinate project resources and teams, including task assignment, deadline establishment, and work prioritization.
- Effectively communicate project expectations to team members and stakeholders in a timely and clear fashion.
- Ensure all project deliverables meet scope, schedule, and organizational compliance requirements.
- Manage vendor relationships and coordinate external resources for project delivery.
- Create and maintain project documentation templates, reporting formats, governance

frameworks, and user guides.

- Generate regular project status reports and dashboards for various organizational levels.
- Track deliverable status, assess and document project risks, and advise leadership of significant risks to project success.
- Collaborate with Applications Manager and cross-functional teams to enhance PMO processes, methodologies, and standards.
- Support establishment of project portfolio management practices and recommend resources for successful execution.
- Conduct project closure activities and capture lessons learned to inform future projects.
- Other appropriate duties as assigned by supervisor.

### **MINIMUM QUALIFICATIONS:**

**Education:** Bachelor's degree in a technical field or non-technical field combined with work experience in technical field.

**Experience:** Minimum of ten years of experience in information technology or as business liaison to IT, specifically participating in defining business requirements, project development, or software implementation projects.  
Certifications: PMP, ITIL, or Agile are preferred.

**License/Certification:** Valid driver's license preferred.

### **REQUIREMENTS:**

- Demonstrated ability to successfully deliver projects on time, within budget, and according to specified requirements
- Proven project management experience using established tools and methodologies (e.g., Agile, Kanban, Waterfall), with ability to adapt approaches based on project needs
- Experience maintaining stakeholder satisfaction through proactive communication, relationship building and expectation management across all organizational levels.
- Analytical and creative problem-solving skills with ability to quickly understand complex issues, anticipate needs, and implement solutions aligned with organizational goals.
- Demonstrated ability to work independently and collaboratively while effectively prioritizing and executing multiple tasks in high-pressure environments.
- Strong technical communication abilities including accurate project reporting and simplifying complex concepts for stakeholder understanding
- Experience implementing continuous improvement in PMO processes and project delivery methodologies
- Proficiency in Microsoft Office tools (Excel, Word, PowerPoint)

### **RECOMMENDED KNOWLEDGE, SKILLS, AND TRAITS:**

- Experience with Smartsheet project management preferred.
- SQL Database reporting preferred but not required

- Knowledge of IT infrastructure, applications, and technology implementation processes
- Familiarity with enterprise software systems, databases, and cloud computing platforms.

**PHYSICAL REQUIREMENTS:**

- The employee must have the ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state, and local standards.
- Communicate with others to exchange information (Constantly)
- Analyze accuracy, neatness, and thoroughness of the work assigned. (Constantly)
- Requires computer responsibility which involves extensive use of keyboard, mouse and monitor, and repeat motions that include the wrist, hands, and/or fingers. (Constantly)

**WORK ENVIRONMENT/CONDITIONS:**

- Dayshift hours primarily, although overtime may be required to meet project deadlines.
- Physically able to participate in training sessions, presentations, and meetings.
- Work related assignments on weekends are possible