The San Diego Association of Governments invites applications for the position of:

**senior technology program analyst**

A job at SANDAG is guaranteed to stimulate your mind, expand your skills, and accelerate your professional development. We are committed to recruiting highly talented individuals who are dedicated to working on important issues and passionate about making significant contributions that improve the lives of people all around the region. We look for people who have extraordinary leadership and vision; people who drive change and produce results; people who take ownership of projects and never settle for "good enough."

SANDAG values and rewards continuous improvement. We offer a fulfilling work environment that will challenge your capabilities. And it is a place where you can take ownership of the next steps in your career while being supported with opportunities, tools, and resources that will allow you to be successful.

This position will remain open until filled and the first review of applications will begin on Monday, December 2, 2019.

Expected start date: January 2020
Technology Program Management Office

The newly formed Technology Program Management Office (TPMO) transforms business needs into information technology (IT) solutions through IT governance and effective project management. The Office leads the agency’s IT Governance program, supports the activities of the IT Steering Committee, maintains the IT and Intelligent Transportation Systems (ITS) inventories of work, and provides leadership for IT and ITS project managers. The TPMO establishes standards and provides training on the use of tools and services, and helps the agency ensure efficiency and collaboration. The TPMO guides activities to ensure technology implementation meets the needs of the business and consistently delivers quality business outcomes, on time and within budget.

Senior Technology Program Analyst Role

The Senior Technology Program Analyst will provide effective IT project management, support project implementation and ongoing maintenance of new IT solutions. This position will assist with the implementation of TPMO processes and policies, coordinate activities among project teams, support the Information Technology Steering Committee, and work with managers and employees to define, prioritize, develop, and implement IT projects.

Job Responsibilities

This position is ideal for an experienced individual with an interest in applying their expertise in the coordination and delivery of IT solutions. We anticipate significant career development will occur while working on the types of duties and responsibilities described below and through mentoring and close collaboration with managers. Examples of primary responsibilities include:

- Participate in the implementation of an IT governance strategy across the agency and provide support to the Technology Program Manager.
- Provide IT project management by developing project plans to meet system specifications; identify and define deliverables, resources, and activities; establish and implement system goals and objectives; prepare time and cost estimates for the implementation of large-scale technology projects.
- Prepare and maintain project-related information, including project schedules, status reports, issues, risks and deliverables; track performance; create dashboards, visualization templates, and additional metrics to monitor and control assigned projects.
- Collaborate with SANDAG departments, users, and vendors to develop user requirements, design specifications, prepare project charters, and other agreements to document data ownership and participant roles and responsibilities.
- Coordinate project team work efforts to ensure standards, templates, and project management tools are consistently applied across all projects.
- Coordinate the development of RFPs, RFQs, and other solicitation documents; participate in the selection of consultants and vendors; manage project consultants and ensure projects progress on schedule, within the approved budget, and at a consistently high level of quality; ensure projects are completed in adherence to funding agency requirements and within contractual agreements.
- Participate in project budget development, preparation and administration; prepare cost estimates and budget justifications; monitor and control expenditures.
- Work in close collaboration with department managers to create long-term project plans; monitor and report on project progress, timelines, and milestones; communicate status of projects to stakeholders and upper management; develop and maintain project documentation, narratives and statistical program performance reports.
- Ensure technological consistency across SANDAG technology groups by maintaining clear processes and standards consistent with the recognized project/program/portfolio national standards; evaluate new and improved technologies for the most effective and efficient use by SANDAG and other regional public agencies.
- Prepare and present reports to various audiences; participate on project teams and in professional group meetings.
Experience and Qualifications

Numerous factors contribute to an individual’s ability to be successful in any given role. For this position, we are searching for a candidate who has outstanding technical and analytical skills, as well as demonstrated project management expertise for technical projects/programs. Superior organizational capabilities, the ability to work collaboratively and build consensus with a variety of end-users/customers, and excellent communication skills are key characteristics for this position.

The minimum education, training, and experience qualifications include a bachelor’s degree with major course work in information technology or a related field, and a minimum of five years of recent experience developing, implementing, and maintaining major information technology projects, preferably in a public-sector environment. Certification as a PMP, PfMP from the Project Management Institute (PMI) and/or an advanced degree is desirable.

The following information describes the specific types of career experiences that are most relevant to this position.

- Demonstrated application of the principles and practices of project management and administration; demonstrated experience developing and implementing enterprise scale information technology projects.
- Demonstrated experience developing and monitoring project performance measures including budget, schedule, resource requirements, and risk; experience with the development of technical standards, user requirements and system design, and preparation of project and system documentation.
- Experience managing business system implementations such as financial accounting, and human resource information systems in an enterprise environment.
- Demonstrated knowledge of organizational, business management, and strategic planning practices, as applied to the delivery of projects and services.
- Experience developing and implementing program and project plans based on product specifications, including change management and communication plans, in conjunction with management, stakeholders, and consultants.
- Experience monitoring, evaluating, and communicating progress against project plans and milestones; experience preparing summary and progress reports, and identifying and adequately addressing existing or potential problems.
- Demonstrated ability to conduct project risk assessments and incorporate risk factors into the planning and development process; experience researching and recommending actions to reduce or account for issues affecting projects.
- Experience coordinating projects through consultants and vendors; experience with the development of RFPs, scopes of work, budgets, and schedules, consultant selection, and contract management; experience managing consultants to ensure projects are completed on time, within budget, and at a high level of quality.
- Experience with budget preparation and control; ability to prepare and administer large budgets; demonstrated ability to meet program and project goals in a timely manner and within budget.
- Demonstrated ability to analyze issues, evaluate alternatives and reach sound, logical conclusions and actionable recommendations; ability to research, analyze, and evaluate new information management and sharing technologies and protocols.
- Ability to communicate technical information effectively, both orally and in writing; ability to prepare clear and concise administrative, technical, and informational reports; ability to prepare and deliver public presentations and recommendations to audiences with diverse viewpoints.
- Proficiency with the Windows operating system and Microsoft Office applications, including Project, Access, Word, and Excel.
- Candidates must pass a pre-employment criminal background check; periodic background checks will be a condition of ongoing employment. The selected candidate also can anticipate a driving record check upon hire, and approximately annually thereafter.
**About SANDAG**

SANDAG is one of the most recognized regional agencies in the nation with responsibilities that cover a broad range of complex, interrelated program areas connected by a quality of life theme. We are best known for our efforts related to transportation and this role continues to expand as we push beyond traditional boundaries to deliver a state-of-the-art transportation system for the region. In recent years, leadership in areas such as comprehensive land use and environmental planning, public safety, and modeling and data systems also have earned SANDAG much acclaim. With an employee group about 375 strong, we work for our Board of Directors - mayors, city council members, county supervisors, and other leaders representing the jurisdictions within the San Diego region and neighboring areas. They play the important role of making policy decisions that shape the future of the region. Our collaboration with stakeholders, partners, and the community, the precision of our data, the completeness of our reports and studies, and our sound recommendations are essential components of the regional decision-making process.

**Salary and Benefits**

SANDAG rewards the efforts of its employees with a comprehensive compensation package. Competitive salaries are supplemented with a flexible offering of health, financial security, and time-off benefits to meet the work and life needs of employees and their families.

The Senior Technology Program Analyst has an annual salary range of $77,711 to $120,452; the starting salary will depend on the qualifications and experience of the selected candidate.

Our benefits include traditional health, dental, and vision insurance as well as employee assistance, wellness, and work/life balance programs. Retirement and financial security benefits are provided through a pension plan and deferred compensation program. To support the need to rest and rejuvenate, SANDAG offers flexible work schedules and employees are provided with a bank of paid time off in addition to paid holidays.

**How to Apply**

We encourage all interested candidates to apply for this position by completing a SANDAG Employment Application form. Resumes, cover letters, and work samples may be submitted in addition to the Employment Application but are not a substitute for this document.

The Employment Application can be downloaded in PDF format from the SANDAG website. Alternatively, a copy can be requested by calling (619) 699-1900 or emailing hr@sandag.org. Completed applications and related materials can be submitted via email, fax, regular mail, courier, or delivered by hand. See our Careers / How to Apply webpage for additional information.

This position is Open until Filled. The first review of applications will begin on December 2, 2019.

In compliance with the Americans with Disabilities Act (ADA), SANDAG will accommodate persons who require assistance in order to apply for a position at SANDAG. Applicants requiring an accommodation due to a disability during any stage of the recruitment and selection process, including requesting this document and related application materials in an alternative format, should make their needs known by contacting Human Resources at (619) 699-1900, (619) 699-1904 (TTY), fax (619) 699-6905, or hr@sandag.org.

**Candidate Selection and Notification**

Following the first review date for applications, candidates will receive written confirmation that their application has been received. The hiring manager will begin reviewing and evaluating applications within a few days of the first review date. Based on this evaluation, the best qualified candidates will be invited to continue in the selection process. All candidates will receive written notification as to the final outcome of their application.

**Further Information**

The SANDAG website contains information about our project and program areas. The Careers section of the site lists our current Job Openings as well as information on how to apply for positions and Frequently Asked Questions about our recruitment process.

In compliance with the Immigration Reform and Control Act of 1986, applicants hired by SANDAG must show acceptable proof of identity and evidence of authorization to work in the United States.

*SANDAG is an Equal Opportunity Employer*