



## **POSITION ANNOUNCEMENT: IT Project Manager**

### **Position Overview**

The IT Project Manager leads IT support services projects and software/web development projects. The IT Project Manager interfaces directly with internal and external clients to ensure their satisfaction. The project manager manages all aspects of the project including scope, costs, schedule, and risk. The project manager uses Agile/Scrum development methodologies.

### **Primary Duties**

- Ensure client satisfaction
- Serve as the company's interface with clients, including Government Contracting Officers (COs), Contracting Officer's Representatives (CORs), government management personnel, and customer agency representatives
- Manage technical projects, including both IT support services project and software/web development project
- Manage project scope, costs, schedule, quality, and risks
- Drive projects
- Research and understand best practice and apply this knowledge to Lux's

### **Project Management**

- Manage project deliverables
- Manage project documentation
- Determine project goals
- Set project priorities
- Develop and maintain Work Breakdown Structures (WBSs)
- Develop and maintain project plans / kanban boards
- Develop and maintain project budgets and cost projections
- Develop and maintain risk plans
- Develop and maintain quality assurance plans
- Develop and maintain project schedule
- Develop and maintain project status reports
- Map project activities to project requirements

### **Software Development Project Management Qualifications**

In addition to IT supports services projects, for software projects the project manager must:

- Use Scrum techniques

- Develop and maintain test plans
- Develop and maintain system security plans
- Serve as Scrum master
- Lead estimating, planning, and sprints for multiple projects simultaneously
- Assist in design
- Assist in development
- Maintain and groom project backlog
- Perform sprint reviews and retrospectives
- Coach team on Scrum and Agile methodologies
- Coach team on best practices

### **Administrative**

- Assist in the hiring of new team members
- Research and recommend security, service, and efficiency improvements

### **Program Environments**

- Maintain integrity of development, testing, acceptance, and production environments
- Research, recommend, document, develop, perform, update, analyze, and test policies and procedures

### **Policies/Procedures**

- Research, recommend, document, develop, perform, update, analyze, and test IT policies and procedures

### **Security**

- Research, recommend, prepare, maintain, and audit access rights
- Document, analyze, and audit risks to IT resources
- Help research, recommends, document, develop, perform, and maintain the Security Plan

### **Other Duties**

The IT Project Manager will perform other duties as assigned

Some of these may include:

### **Bid and Proposal**

- Research, recommend, develop, and maintain BD opportunities
- Research and recommend IT solutions
- Research, recommend, prepare, and develop IT-related budgets for proposals
- Prepare IT-related descriptions for proposals

### **Internal**

- Research, recommend, develop, perform, maintain, and test training for IT Staff

- Research, recommend, develop, maintain, and test training materials

## Experience

The candidate shall possess

- 5+ years of project management experience
- 3+ years of IT project management experience
- 5+ years of software development experience
- 3+ years of web development experience
- Experience managing successful Government projects is critical - preferably for the National Science Foundation, National Aeronautics and Space Administration, U.S. Department of Health and Human Services or the U.S. Department of Education
- Experience in managing projects, including controlling costs, scope, schedule, and quality
- Experience in managing multiple simultaneous IT projects
- Experience in managing software development project using Agile and/or Scrum techniques
- Experience in using system engineering to manage projects
- Experience passing government certification and accreditation for information security
- Demonstrated leadership abilities
- Excellent problem solving and troubleshooting skills
- 2+ years of experience with Java
- 2+ years of experience with MySQL
- Experience with Git
- Experience with Microsoft Windows and Windows Server

Preference will be given to candidates that also possess

- Knowledge of Amazon Web Service
- Knowledge of AI tools, including Large Language Models
- Knowledge of Java
- Knowledge of Python
- Experience with MySQL
- Experience with 508 compliance and/r accessibility

## Skills

The candidate shall possess

- Excellent interpersonal skills – including the ability to effectively interact with technicians, engineers, scientists, and programmers
- Excellent communication skills
- Ability to translate complicated technical information to lay people
- Ability to resolve conflict

- Understanding of information system design and management
- Understanding of all aspects of the Software Development Life Cycle

## **Education and Certifications**

The candidate shall possess, at a minimum:

- B.S.. in systems engineering, computer science, software engineering, project management, or related discipline
- Demonstrated leadership abilities
- The ability to obtain pass a “Public Trust” level government background investigation

Preference will be given to candidates that possess:

- Scrum Master Certification
- Scrum Professional certification
- PMP certification

**Job Type:** Full Time, Remote

**Salary:** 95k - 115k

## **What We Offer**

- A fun, dynamic working environment with an energetic and diverse team.
- An inclusive culture where everyone is welcome.
- Competitive compensation commensurate with experience.
- Medical, Dental and Vision coverage.
- Short & Long Term Disability in addition to Life Insurance (company sponsored).
- 401k Retirement Savings Plan through ADP (After 3 months of employment).
- Paid Time Off (PTO)- Full Time Accrual.

## **EEO**

Lux is proud to be a minority-led, Equal Opportunity Employer. We're committed to building a diverse and inclusive workplace where everyone feels welcome and can bring their whole selves to work. We believe a team that reflects a variety of backgrounds and perspectives helps us better serve the needs of our customers and we celebrate diversity in all forms. As an Equal Opportunity Employer, we're committed to living out these values in all aspects of hiring, employee engagement and retention.

## **Lux Consulting Group, Inc.**

Lux Consulting Group, Inc. (Lux) is a dynamic, award-winning small business providing professional services to help government and non-government agencies run social and scientific programs at the local, national and international levels. Lux operates as a remote/telework/virtual workplace with headquarters in Silver Spring, MD. Lux is an Equal Opportunity Employer.

## **How To Apply**

Interested candidates should submit a resume, references, and cover letter addressed to Johnny Erickson, CIO, at [HR@luxcg.com](mailto:HR@luxcg.com). The cover letter should include the name of the position and start date availability. *Please note: Resumes submitted without a cover letter will not be considered.*

[www.luxcg.com/open-positions/](http://www.luxcg.com/open-positions/)