

Position Description

Enterprise Project Management Office Director (EPMO)

The Hillsborough Comptroller and Clerk of the 13th Judicial Circuit Court seeks an Enterprise Project Management Office Director to lead enterprise wide projects.

The Enterprise EPMO Director plans, directs, and ensures the successful planning, management, execution, resource capacity planning and allocation, and implementation of enterprise-wide projects. The Director will be responsible for implementation and management of designed business solutions utilizing the complete resources of the EPMO Office and assigned project management teams. The Director provides technical assistance in identifying, evaluating and developing methods and procedures that are efficient, effective and meet good business practice. This individual maintains excellent communication with upper management both within and across organizations to ensure smooth running of all projects identified in the Clerk's strategic plan. S/he is responsible for leading the EPMO in a mature and organization-focused manner, providing help where necessary to project a professional image. This individual has expert experience in Project/Program Management and is able to lead in the coaching and mentoring of team members to help them achieve individual expectations and deliverables. S/he assesses resource loads and makes appropriate individual assignments, manages and mentors the members of the EPMO – driving organizational effectiveness and accountability. The Director serves as a key liaison with the rest of the functional groups and business facilitating planning, prioritization and collaboration between groups. This position will report directly to the Clerk.

Position Location, Status, Salary, Benefits

- Location: Tampa, Florida
- Salaried position, exempt status
- Salary range: \$100,000 - \$120,000 (depending on experience and qualifications)
- Benefits: Please visit the Florida Retirement System for a benefits overview (www.myfls.com)
- Relocation expenses will not be reimbursed

Education and Experience Requirements

- Bachelor's degree in Computer Science, Business Administration or related field from an accredited four-year degree granting college or university, or equivalent experience (advanced degree preferred).
- 10+ years' experience of executive management experience, preferably as an EPMO Director.
- Has experience with project budgeting, resource planning, allocation and capacity planning skills and experience.
- Has proven management skills with the ability to organize and prioritize multiple complex projects.
- Has proven communication skills; both written and oral with technical and non-technical staff, all levels of management.
- Has proven team-building skills with technical and non-technical staff, as well as coaching and mentoring skills.
- Displays business acumen and political savvy.

Responsibilities

- Develops/communicates project management standards and best practices.
- Develops comprehensive and detailed project plans with timelines, deliverables, critical paths, and corresponding resource requirements with necessary skills and duration.
- Identifies, secures, and coordinates implementation of internal and external MISI resources and expertise as appropriate to achieve project objectives.
- Work closely with the IT Department and provide leadership in IT resource planning and allocation.
- Collaborates with functional areas in the supervision of project personnel, which includes work allocation, training, and problem resolution; evaluates performance and makes recommendations for personnel actions.
- Ensures that all enterprise-wide strategic projects are proceeding according to timelines, meeting targets and expectations, and adhering to established operating parameters; negotiates changes in project resources as necessary to achieve objectives and timeliness.

- Assigns work and responsibilities and monitors and measures progress.
- Advises leadership and/or business executives at the highest level about the project portfolio, status and resource planning,
- Initiates and implements new methodologies, process and procedures that will support the Clerk's strategic plan and its short and long term goals.

About the Hillsborough Comptroller and Clerk of the 13th Judicial Circuit Court

An independently elected official, the Clerk of the Circuit Court is both Clerk to the Courts and Comptroller to Hillsborough County.

As the official record keeper of the County courts, the Clerk of the Circuit Court has the responsibility for providing the support services that keep Hillsborough County's courts running smoothly. Duties include the following: processing all civil and criminal cases, including traffic; receiving appellate petitions; conducting mortgage foreclosure and tax lien sales; securing and disposing of all evidence entered by the court; assisting victims of abuse through the Domestic Violence Program; and providing a Self-Help Office to assist the public in filing for a simplified divorce, or a small claims action.

As the Chief Financial Officer for the County, the Clerk is responsible for safekeeping and investing over \$1.8 billion in annual county collections. She also is the independent auditor of county departments. As the Official Recorder, the Clerk is custodian of all official records, including deeds, mortgages and liens. As Ex-Officio Clerk to the Board of County Commissioners (BOCC), the Clerk is responsible for disbursing hundreds of millions of dollars annually in compliance with the law, ordinances, resolutions, contracts and agreements, and for preparing and maintaining minutes of the meetings of the BOCC. The Clerk is also responsible for collecting and disbursing court ordered child support, issuing marriage licenses, performing marriage ceremonies and issuing jury summons.

All records filed with the Clerk are available for public inspection during normal business hours, with the exception of those records specifically exempt by judicial order or statute.

For more information, please visit www.hillsclerk.com.

Application Process

Candidates are encouraged to apply prior to **February 29, 2012**. Submit a resume, cover letter, three- to five- professional references and a salary history to Vicki Spence (Spence@hillsclerk.com). Note that "Sunshine" or public disclosure laws in Florida require that candidates be informed that information presented for consideration may be made available to the public upon request by interested parties.