

Bank of Guam
Job Description and Specifications

JOB TITLE: Project Manager
SALARY LEVEL: Grade 14-15
REPORTS TO: Sr. Project Manager
FLSA STATUS: Exempt
DEPARTMENT: Project Management Office

General Summary: The Project Manager's (PM) main objective is to deliver key strategic initiatives of the enterprise. The PM needs to be a self-driven individual and be able to effectively communicate both orally and in writing with the necessary department managers involved in enterprise deliveries. The PM must exhibit a positive attitude, be an active listener, possess critical thinking skills, possess effective problem-solving skills & excellent time management skills. The PM must also be able to apply all aspects of project management including resource planning, work breakdown, risk management, implementation, testing, training, communication, and user adoption. The PM will be responsible for delivering projects such as the implementation of software platforms, technologies, processes, products, or other initiatives as assigned by the Project Review Committee (PRC). Projects range from being departmentally-focused to enterprise-wide deliveries cutting across functional areas, technology, operations, and/or support functions. The PM will need to be able to work cohesively with all functional teams to achieve project objectives.

Essential Functions/Job Duties:

The PM is required to perform the following with *minimal guidance* of a Sr. PM:

- Attend trainings as required (e.g. Project Management Introductory Training, Principles of Banking, Compliance Training, PC software, Operational, Supervisory Development)
- Learn, understand and/or implement the methodology outlined in the Bank of Guam Project Management Policy
- Apply all aspects of project management including but not limited to resource planning, work breakdown, implementation, testing, training, communication, and user adoption
- Work cohesively with other functional teams to deliver project objectives
- Lead project teams to deploy new (or upgrades to existing) software platforms, technologies, processes, products, or other deliveries
- Manages project risks and issues by developing analyses, assessing project impacts, and developing response options
- Manage all aspects of assigned projects, including but not limited to project scope, project status, project budget and project schedule, to ensure they are delivered on time, within budget, and with quality
- Assists PM's and/or the PRC to optimize project planning efforts across the enterprise
- Define objectives, requirements, scope, schedule and resources for projects extending across the enterprise
- Develops and/or collect performance metrics as needed for project deliverables
- Develops or ensures the completion of required project documentation
- Maintains, adjusts and updates project deliverables as required, including but not limited to project charters, plans, status reports and closure documents
- Represents PMO on cross-functional project teams
- Provides functional expertise to assess potential financial and operational impact
- Develop, mentor and coach elevating PMO resources in the Bank of Guam Project Management policy and methodologies
- Use business tools to prepare and organize analyses as determined by PMO
- Carry out such other duties as may be required or assigned

Minimum Qualifications:

Knowledge

- Must have a bachelor's degree or higher, preferably in a relevant business, computer science, or information technology discipline; or, must have a high school diploma with at least two years of continuous employment with the Bank
- For existing Bank employees, a minimum of an "Exceeds" rating on two most recent performance evaluations and no derogatory discussion records within the last two years is preferred
- A background in information technology, information systems, or databases is preferred

- A background in data/analytics is preferred
- Must have a knowledge of fundamental business principles and methods
- Must be proficient in Microsoft Word, PowerPoint, and Excel

Skills

- Must be an advocate for positive change and be able to lead others through a positive change process
- Must have excellent communication and written skills to include speaking effectively before groups of internal or external customers and/or the preparation of well-organized reports/presentations as appropriate for the needs of the audience (i.e. preparation of SWOT analysis or other business related projects)
- Must be an active listener and be able to asking relevant questions as appropriate
- Must have excellent critical thinking skills using logic and reasoning to identify the strengths and weaknesses or alternative solutions, conclusions or approaches to problems or issues
- Must have excellent time management skills

Abilities

- Must be able to operate related computer software, and business-related equipment
- Must be able to establish and maintain interpersonal relationships, developing constructive and cooperative working relationships with others
- Must be able to organize, plan and develop personally challenging goals; and demonstrate exemplary effort towards mastering skills required to complete tasks

Other

- Must maintain a professional appearance and overall positive attitude

Physical Requirements	Rarely (0-12%)	Occasionally (12-33%)	Frequently (34-66%)	Regularly (67-100%)
Seeing: Sufficient skills to read from documents or computer screen				X
Hearing: Sufficient hearing to communicate with co-workers				X
Standing/Walking		X		
Climbing/Stooping/Kneeling		X		
Lifting/Pulling/Pushing		X		
Fingering/Grasping/Feeling: Sufficient skills required for writing, typing, phone use and common appliance wiring				X

Working Conditions: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

I have read my job description and acknowledge all “Essential Duties and Responsibilities” and will try to the best of my ability to fulfill the expectations bestowed upon me during my employment with the Bank of Guam.

Employee Name (Please Print)

Date

Employee Signature