

The Capitol Region Council of Governments

Senior or Principal Program Manager



To apply send your
resume and cover letter
to: Cheryl Assis
cassis@crcog.org
Or

CRCOG
241 Main Street; 4th
Floor
Hartford, CT 06106

The Capitol Region Council of Governments introduces a great opportunity to become its newest **Senior or Principal Program Manager**.

The Capitol Region Council of Governments (CRCOG) is a voluntary Council of Governments formed to initiate and implement regional programs of benefit to the towns and the region. It is guided by the chief elected officials of our 38 Metro Hartford municipalities. The mayors, first selectmen, and town council chairs who make up our governing Policy Board recognize that the future of our individual members is tied to the future of our region. Accordingly, our members have collaborated for more than 50 years on a wide range of projects to benefit our towns individually and the region. CRCOG is the largest of Connecticut's nine regional planning organizations and serves as the Metropolitan Planning Organization (MPO) for the Metro Hartford area.

This position reports to the Chief Operating Officer. The incumbent exercises considerable initiative and independent judgment within an assigned area of responsibility, and work is subject to evaluation based on results obtained.

This is a **Full Time** position (35 hours/week)

Salary: Senior Program Manager: \$58,815—\$ 75,583

Principal Program Manager: \$62,302 – \$92,780

CRCOG is an Equal Opportunity Employer



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Summary of Position

CRCOG seeks a qualified professional to perform program management activities within the Municipal Services Department. The primary duties for the person selected for this position will be to manage various services and programs including the IT Services Cooperative and assist with the COVID-19 Long Term Recovery Steering Committee and other COVID-19 Recovery activities.

Essential Duties and Responsibilities

Manages various Services and Programs, including the CRCOG IT Services Cooperative, and Municipal Service Sharing projects.

Manages vendors within the IT Services Cooperative and launches new IT programs and projects. Examples of current IT Services Cooperative programs include Online Permitting, VOIP, Hosting, Electronic Document Management System, and others.

With new projects, in consultation with the department director, research topic history, current market conditions, key players, and decision-makers; develops a plan of implementation including tasks and timelines; schedules and coordinates meetings; develops summary and evaluation reports; and executes the implementation plan through pilot programs and launching of new programs.

Assists in managing the Long-Term Recovery process including coordination of large meetings and vendor management for various recovery related programs.

Desirable Knowledge, Skills, and Abilities

Knowledge of: project management, contract management and budgets; and advanced uses of word processing, spreadsheet, graphics, database and other software; principles and practices of public administration; and research methods and data analysis. Information Technology business analysis experience is not required but desirable.

Ability to manage special projects and grants; negotiate contract terms and conditions; communicate clearly and effectively orally and in writing; prepare clear, accurate records and report; coordinate and facilitate meetings; establish and maintain highly effective working relationships with managers, elected and appointed officials, staff, community and business leaders, the media, and others encountered in the course of work; handle multiple projects simultaneously and use good judgment in prioritizing work assignments.

Minimum Training and Experience

Senior: A Bachelor's degree from an accredited college or university and three years of increasingly responsible experience in project management, needs analysis, vendor management, or a combination of training and work experience demonstrating the knowledge and ability to perform the duties. Principal: A Bachelor's degree from an accredited college or university and seven years of increasingly responsible experience in project management, needs analysis, vendor management or a combination of training and work experience that demonstrates the knowledge and ability to perform the duties.

Physical Demands and Working Environment

Primary Functions require sufficient physical ability and mobility to work in an office setting.

Contact Information

Please address your resume and a cover letter to **Ms. Cheryl Assis, Director of Public Safety and Homeland Security**. Electronic submissions are preferred and should be sent to cassis@crcog.org, with the subject of the email 'Senior / Principal Program Manager.' **Resumes should be received by July**

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15th, 2021, but the position will remain open until filled. CRCOG is an Equal Opportunity Employer.
EOE/M/H/F