

# job opportunities



121 NW Everett Portland OR 97209

Box 3529 Portland OR 97208

November 19, 2009

## **PROJECT PORTFOLIO ANALYST III** **Development Services and Information Technology**

**Grade:** 78 (Exempt)  
**Starting Salary:** \$58,146 – \$74,112  
**Full Salary Range:** \$58,146 - \$90,077  
**Location:** 121 NW Everett Street, Portland, OR  
**Hours:** Generally, 8:00 am - 5:00 pm, Monday through Friday

The successful candidate will be a broadly experienced business analyst. They will work within the Project Portfolio Office and focus on project, program and portfolio level process methodology and improvement. This position holds accountability for the quality (i.e., clarity, simplicity, usability, and scalability) of portfolio, program and project management methodology, processes and templates.

### **SUMMARY OF ESSENTIAL RESPONSIBILITIES:**

- Re-engineering and development of standard project management practices and templates.
- Provide training and process management support services to project managers.
- Assist with portfolio reporting activities.

### **EDUCATION, EXPERIENCE AND KNOWLEDGE:**

- Bachelor's degree in a related, or an equivalent combination of education and work experience field, plus three to five years of direct PMO experience including project portfolio management.
- Working knowledge of, and experience in, project portfolio management, project management organizations, industry standards and best practice, business and information analysis and project management.
- Experience in project management lifecycle process flows, tools and templates.
- Brick and mortar infrastructure related non IT project management experience.
- Experience in developing and refining project and portfolio management information systems such as Microsoft Project Server and Primavera a plus.
- Proficiency in MS Word, Excel, Project, Visio and PowerPoint.
- Experience with industry available Portfolio Management tools is desired.

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## **SKILLS AND ABILITIES:**

- Creative problem solver.
- Ability to reengineer process to gain efficiency.
- Disciplined, organized, and team-oriented work style.
- Exceptional facilitation, communication and presentation skills.

## **LICENSES OR CERTIFICATIONS:**

- PMP, Six Sigma or equivalent certification required.
- Valid Oregon or Washington driver's license required.
- Ability to obtain security badge, at PDX and/or other Port facilities, which may require a background check, is required.

Application materials are available on our web site, [www.portofportland.com](http://www.portofportland.com), and at 7<sup>th</sup> floor reception in the Port of Portland building, located at 121 NW Everett Street. You may also call 503-944-7400 to request that an application be mailed to you. Pre-employment drug screening is required. This position will remain open until filled.

*Equal Employment Opportunity Employer*