**Primary Job Function**

Acts as an intermediary between the business community and the technical community.  Working with business clients and the data and information systems teams to collect, clarify, and translate business requirements. Artifacts will include roadmap documents, epics, and stories; with particular attention on identifying the key business criteria of success. Assist senior IT leadership to develop, maintain, and execute against the development roadmap using Agile methodologies. Maintain the technical team’s backlog of projects, epics and stories, and work with stakeholders to clarify acceptance criteria, size tasks, and proactively manage deliverables, while being an Agile methodology evangelist.

**Skills Required**

* Broad IT domain experience in three or more of the following areas IT areas: Project Management, Applications Development, Data Analytics, Business Process Management, and Support
* Excellent interpersonal communication skills, both written and verbal, including experience translating technical concepts and decisions to non-technical staff
* Demonstrated experience with a broad range of agile software rituals and artifacts
* Experience creating business requirements documents and business process flows to facilitate the implementation and support of technical solutions
* Strong affinity for data and data analytics
* Experience with complex data migration, ETL processes, and business reporting
* Demonstrated analytical problem-solving skills
* Confident self-starter capable of setting plans and driving projects to completion
* Proficient with Microsoft Word and Excel (including working with pivot tables and advanced formulas), and project management software

**Skills Desired**

* Experience with data visualization tools such as Power BI, Tableau or Qlik
* Experience on teams that leverage agile development methodologies
* Working knowledge of Jira software
* Knowledge of basic finance and accounting concepts

**Primary Responsibilities**

* Develop team roadmap and lead team to successful completion of initiatives
* Coordinate project delivery by leading planning meetings to communicate and validate proposed solutions with IT and business community
* Create complete stories and epics following agile framework concepts and manage scrum and Kanban boards to track progress and completion
* Work with business partners to elicit requirements and capture business needs
* Prioritize business demands within constraints of staffing, time, and complexity
* Assess risks of various solutions and manage ongoing relationships with business partners to drive satisfaction with IT
* Obtain key inputs from enterprise architecture teams and identifies solution interdependencies
* Engage with knowledge workers to incorporate usability and user interface needs when designing systems
* Proactively resolve customer satisfaction issues

**Allocation of Time**

* 30% understanding and capturing business requirements through dialogue with business sponsors
* 30% project management
* 20% working on solution design and communicating with solutions team
* 15% integration planning/dependency management/business process mapping
* 5% developing proof of concept solutions to demonstrate value to business stakeholders