

IT Project Manager II

The Mississippi Department of Information Technology Services (ITS) is seeking qualified applicants for an IT Project Manager II to support statewide emerging technology and artificial intelligence (AI) initiatives. This position plans, organizes, executes, monitors, and documents complex projects and programs; coordinates with state agencies, technical teams, vendors, and other stakeholders; and manages scope, schedules, risks, deliverables, and communications to achieve defined outcomes.

Key Responsibilities

- Develop and refine AI Innovation Hub use cases by managing the intake process, brainstorming with agencies, facilitating meetings, defining scope and requirements, and securing agency approval.
- Collect, analyze, and verify student-team offboarding documentation and GitHub repositories; troubleshoot documentation or repository gaps and confirm required deliverables.
- Organize and execute the AI Innovation Hub Showcase at the end of each cohort.
- Assist with AI vendor meetings, workshops, and lunch-and-learns.
- Manage the statewide AI Inventory, including the data collection tool, agency communications, project plan, data collection, coordination with the data analytics team, results reporting, and stakeholder communications.
- Maintain accurate project plans, timelines, risk and issue tracking, decisions, and work documentation; proactively communicate progress, issues, and risks to the supervisor and stakeholders.
- Assist with writing, reviewing, and editing the ITS AI Acceptable Use Policy and model policies for Mississippi agencies while following applicable data governance, privacy, security, procurement, and sensitive-information requirements.
- Help identify, design, and deliver AI training and supporting documentation, and speak at public events and engagements as requested.

Required Skills

- Project and program management skills, including planning, organizing, executing, monitoring, documenting, and closing multiple concurrent initiatives.
- Critical thinking, problem-solving, and sound decision-making in response to changing timelines, incomplete information, competing deadlines, and emerging issues.
- Ability to translate agency business needs and incomplete submissions into clear use cases, project scopes, objectives, requirements, and deliverables.

- Strong stakeholder engagement, meeting facilitation, collaboration, and customer service skills when working with agencies, vendors, technical teams, data analysts, and internal workgroups.
- Excellent written and verbal communication skills, including project documentation, reports, policy drafting and editing, training materials, presentations, and public speaking.
- Ability to coordinate data collection, identify data-quality issues, support analysis, and communicate results to technical and nontechnical audiences.
- Proficiency with Microsoft Project, Word, PowerPoint, Excel, Teams/OneDrive, Outlook, Forms, GitHub, Smartsheet, and standard computer equipment.
- Self-directed and adaptable, with the ability to learn evolving technologies and processes, reprioritize work, and report progress consistently.
- Team-oriented and comfortable collaborating with highly technical personnel and diverse stakeholders across multiple agencies and programs.
- Strong multitasking skills with the ability to move between multiple customers and projects with ease
- Strong customer service skills

Qualifications

Typically requires a Bachelor's Degree and 6-10 years of relevant experience.

Benefits:

- Insurance: Health, Life, Dental, Vision, other supplementals.
- Paid Time Off/Holidays
- Retirement Plan
- Employee Assistance Program
- Remote Work Policy for eligible employees

Job Type: Full-Time (8 AM to 5 PM, Monday-Friday)

Salary: \$60,906.98 - \$65,000.00 per year

Interested applicants should email their resume and/or a State of Mississippi Application to recruiting@its.ms.gov and include the position title in the email's Subject Line.